Dear degree-seeking students,

This information sheet summarizes the most relevant aspects needed for getting started at the University of Tartu. The same information, though in a different format, is also provided at the university’s website on www.ut.ee/en/welcome. Please let us know if any questions arise from the content below.

### Contacts for admissions and documents’ submission

<table>
<thead>
<tr>
<th>Admissions Office</th>
<th>Ms Mariel Padar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ülikooli 18, 132</td>
<td>Tel: (+372) 737 5152</td>
</tr>
<tr>
<td>50090 Tartu</td>
<td>E-mail: <a href="mailto:mariel.padar@ut.ee">mariel.padar@ut.ee</a></td>
</tr>
<tr>
<td>Estonia</td>
<td></td>
</tr>
</tbody>
</table>

### Contacts for study related matters and visas/residence permits

<table>
<thead>
<tr>
<th>School of Law in Tallinn</th>
<th>International students’ contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaarli pst 3</td>
<td>Ms Lehte Leesik</td>
</tr>
<tr>
<td>10119 Tallinn</td>
<td>Tel: (+372) 6271892</td>
</tr>
<tr>
<td>Estonia</td>
<td>E-mail: <a href="mailto:lehte.leesik@ut.ee">lehte.leesik@ut.ee</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visas/residence permits</th>
<th>E-mail: <a href="mailto:studentvisasupport@ut.ee">studentvisasupport@ut.ee</a></th>
</tr>
</thead>
</table>

University of Tartu
Office of Academic Affairs
Ülikooli 18, rooms 132, 134
50090 Tartu, Estonia
**Academic year 2018/2019**

**Recommended arrival date:** 31.08.2018  
**Orientation course in Tartu (optional):** 29.08–31.08.2018, if you plan to participate, you should arrive on 28.08.2018  
**Studies begin in Tallinn:** 03.09.2018

Autumn semester: from 03.09.2018 to 04.02.2019  
Spring semester: from 11.02.2019 to 30.06.2019  

**Housing in Tallinn**  
International students can rent an apartment in Tallinn. The prices start from 150 euros per room in the farther parts of the city and rise when getting closer to the centre. As a rule, the indicated rent does not include water, electricity, heating, etc. The information on apartments for rent is available on real estate sites, e.g. [www.city24.ee](http://www.city24.ee), [www.kv.ee](http://www.kv.ee) (both also in English). Students are responsible for finding their housing, but the international students’ contact person provide some assistance with technicalities. If students want to rent an apartment together, the contact person can provide the contacts of fellow students.

**Orientation day in Tallinn**  
On Monday, 3 September 2018, the School of Law organises an orientation day for the first-year students enrolled in the Master’s Programme in International Law and Human Rights. First, the core academic staff of the master’s programme explain the content, organisation and expectations of the programme. Second, administrative staff explain the main study regulations, the Study Information System, administrative support, etc. Third, current students talk about student life, European Law Students Association and extra-curriculum activities. All presenters take questions. The first-year students are advised to participate in the orientation day.

**Orientation course in Tartu (optional)**  
Before the beginning of the autumn semester, approximately 29 August–31 August 2018 (exact dates will be specified), the Study Abroad Centre offers an orientation course for newly admitted international students. The course includes:

- meeting the representatives of the university;  
- introduction to the university’s study system;  
- tour of the university, the library and the town;  
- meeting the tutors.

For more information about the orientation course, check [https://sisu.ut.ee/gettingstarted/where-and-when](https://sisu.ut.ee/gettingstarted/where-and-when)  
The detailed schedule of the orientation course will be available on the same website about 2 weeks before the course.

**Cost of tuition**  
Full-time students studying in tuition-based spots in English-taught programmes must pay the tuition fee each semester. Tuition fees and credit point prices for English-taught programmes in 2018/2019 are listed [here](http://www.ut.ee/en/academic-calendar).  
You can see an example of the tuition fee contract on
Please do not download and sign this last year's form. There could be some changes still to come, yet not substantial, purely clarifying.

The deadlines for paying the tuition fee are 20 October in the autumn semester and 20 March in the spring semester. You can also pay the tuition fee as a lump sum for the entire academic year. In that case, the deadline is 20 October.

Courses
You can register to courses in the online Study Information System during the first two weeks of the semester. You will receive your username and password for the UT Study Information System by email at the end of August. Information on how to register for courses will be given during the orientation course. Guidelines are also available on www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations.

Right of residence for EU citizens
EU citizens have the right to stay in Estonia based on a valid travel document or identity card for the period of up to three months. As you are staying longer, you must register yourself as citizen of Tartu within three months from the date of entering Estonia in order to obtain the right of temporary residence. The registration process and the documents required for registration are listed here: www.ut.ee/en/welcome/eu-citizens-right-residence

After registration, the right of permanent residence is granted for a period of five years. All EU citizens also need to have an Estonian ID code, which will be given upon registering residency in Estonia. Finally, you will need to apply for an Estonian ID card, which will enable you to take advantage of a variety of e-services.

Health insurance for EU citizens
International students studying in Estonia are not covered by the Estonian Health Insurance Fund (Haigekassa), unless they are full-time PhD students or employed in Estonia. If you are an EU citizen and have valid health insurance in your home country during your studies in Estonia, you can apply for the EU health insurance card (EHIC) or substitute certificate of an EU health insurance card (form E128). You should apply for that from the social service authorities in your home country before arriving in Estonia. For further information, see www.ut.ee/en/welcome/health-insurance-0

Residence permits/visas for non-EU students
All degree-seeking students without EU/EEA or Swiss citizenship need a temporary residence permit (TRP) in order to study in Estonia. There are a limited number of Estonian embassies that handle residence permit applications across the world. If you have less than 3 months left before entering Estonia, we strongly recommend applying for both D-visa and TRP simultaneously. Please check https://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas to find out: i) what is TRP and D-visa and II) how you can apply for them at the same time.

All students applying for visas/residence permits need to consider that they must physically visit an Estonian embassy either in their home country or abroad. Those who need to go abroad or travel to a different city, please consider that travelling requires additional time and financial resources and plan accordingly so that your arrival in Estonia is not delayed. The countries with Estonian embassies that handle visa/residence permit applications include China, Turkey, Kazakhstan, Egypt, Australia, Ukraine, Belarus, Russia,
USA, Georgia, Israel, Canada, India, Japan and some EU countries – Ireland, Finland, Great Britain, France, Latvia and Sweden. Information regarding the application process and the documents to be submitted for TRP and long-term visa (D-type visa) is explained on [http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas](http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas). Please make sure you read the information targeted to degree-seeking students, although you stay in Estonia only for one year. Once you read the guidelines given on the website, please think of the following aspects:

➢ **Where, and in which country, can I apply for a TRP and (if needed) for long-term (D-type) visa?**

*The list of countries in which visa and residence permit requests can be processed is available [here](http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas).* As stated above, please note that this process may require you to travel, and be sure to consider the time and costs involved in travelling and staying in another country!

➢ **Do I have all the documents required to apply for a TRP/long-stay (D-type) visa?**

*A full list of documents required for the D-visa application is available [here](http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas); the documents required for applying for a TRP are listed [here](http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas).* Please be aware that one of the required documents needed for TRP application is the university’s invitation. This is a document provided by the university directly to the Police and Border Guard Board in Estonia, so the students do not need to worry about that document.

➢ **Considering the amount of time I have until the beginning of studies, can I apply only for a TRP or should I also apply for D-visa at the same time?**

*Please remember that the application process can start once you have received the scanned admission letter from UT.*

➢ **Do I have sufficient funds to support my studies in Estonia?**

*A reminder – minimum requirement for legal income is at least 280 euros per month, yet this is considered as an absolute minimum and does not cover your costs during studies.* Please check the amounts needed for covering minimum costs on [https://www.ut.ee/en/welcome/cost-living](https://www.ut.ee/en/welcome/cost-living)

When preparing TRP application documents, please check the guidelines given here: [https://www2.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/oppimiseks/index.dot](https://www2.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/oppimiseks/index.dot)  Do not forget to sign the application documents properly!

If you get a stipend during your studies in Estonia, the proof of stipend payment can be used to prove adequate income. Other ways to prove legal income are:

- lawfully earned remuneration for work;
- parental benefits;
- unemployment insurance benefits;
- income received from lawful business activities or property;
- pensions;
- alimony (maintenance support);
- benefits paid by a foreign state;
subsistence ensured by family members (i.e. spouse, parents of minor child, parents of adult children who need care and assistance, adult children or grandchildren of parents or grandparents who need care and assistance, parents or grandparents of adult child who is studying at full load, guardian) earning legal income.

When preparing TRP application documents, please check the guidelines given here: www.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/applications.dot

Do not forget to sign the application documents properly!

NB! To have the right to hold the Estonian temporary residence permit for study, you must take courses for at least 22.5 ECTS per semester; otherwise your residence permit will be cancelled. The standard study load is 30 ECTS per semester.

Health insurance for non-EU citizens
International students studying in Estonia are not covered by the Estonian Health Insurance Fund (Haigekassa) unless they are full-time PhD students or employed in Estonia. Students from outside the EU will thus be required to purchase health insurance. There is a strict policy in Estonia regarding which instances must be covered by any health insurance plan when applying for a visa or residence permit. The Estonian Police and Border Guard Board has confirmed that only the following listed companies can be accepted: www.ut.ee/en/welcome/health-insurance-0

Please note that the insurance coverage needs to be given for the full period of studies, as TRP is also granted for full period of studies.

Student-to-student services
Tutors are the UT students who help newly arrived students adapt into academic environment at the University of Tartu. International students are divided into small groups and each group has a tutor. Please feel free to contact your tutor once you have heard from him/her. If you have not received any message from your tutor by the middle of July, please contact study@ut.ee.

In addition, there is International Student Ambassadors (ISA) network at UT. ISA includes international degree students who represent the university abroad and the UT international student community in Estonia. Follow them here: https://www.facebook.com/utambassadors

Moreover, there is Erasmus Student Network (ESN) who supports all international students studying at UT by offering various socializing activities. All the announcements about their weekly events can be followed on their Facebook page (TBA).

All of these groups have different functions. Learn more about them here.

Useful links
Welcome web for international students – www.ut.ee/en/welcome
Study Information – www.ut.ee/en/prospective-students/study-related-information
About the city of Tartu – www.tartu.ee

Learning some Estonian before coming to Estonia may make your arrival and first days in Estonia more enjoyable. One way to learn the basics of the Estonian language is to take the free online course on www.keelelikk.ee/index.php.
# Small checklist with some important dates and deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirming or cancelling my study offer</td>
<td>within 7 days from receiving UT’s admission notification</td>
</tr>
<tr>
<td>Applying for TRP and/or visa</td>
<td>approximately 10 days after receiving UT’s scanned admission letter. Admission letters (or conditional admission letters if not yet graduated) will be sent by UT within one or two weeks after confirming the study offer</td>
</tr>
</tbody>
</table>
| Orientation course for newcomers - new international students        | 03 September 2018 Orientation Day in Tallinn  
29-31 August 2018 Orientation Course is Tartu (optional)                                                                                     |

Looking forward to seeing you in Tallinn (and Tartu)!
Yours sincerely,

Study Abroad Centre  
Office of Academic Affairs  
University of Tartu