Dear degree-seeking PhD 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 Ringa Raidsalu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Ülikooli 18, 134 50090, Tartu, Estonia</td>
<td>Tel: (+372) 737 5625  E-mail: <a href="mailto:ringa.raidsalu@ut.ee">ringa.raidsalu@ut.ee</a></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Study Abroad Centre</th>
<th>Ms Ülle Tensing</th>
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</thead>
<tbody>
<tr>
<td>Address: Ülikooli 18, 132 50090, Tartu, Estonia</td>
<td>Tel: (+372) 737 5150  E-mail: <a href="mailto:ulle.tensing@ut.ee">ulle.tensing@ut.ee</a></td>
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</tbody>
</table>

| Visas/residence permits | studentvisasupport@ut.ee |

| Accommodation at UT dormitories | Narva str 25 51013 Tartu  Tel: (+372) 740 9959  E-mail: info@campus.ee  www.campus.ee |

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

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

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**Getting to Tartu**

Tartu is located in southern Estonia and can be reached by bus, train, or plane from a variety of cities across Europe. Students frequently fly into the Tallinn or Riga airports and take a bus directly to Tartu. Tartu can also be reached by plane directly from Helsinki. However, there are numerous other options, which are detailed here: [https://www.ut.ee/en/welcome/arrival-estonia](https://www.ut.ee/en/welcome/arrival-estonia). **NB!** Students, not the University of Tartu, are responsible for arranging their own transport to Tartu!

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**Housing in Tartu**

**NB!** Applying for a place in the UT’s dormitory is student’s responsibility. Application period is **1-10 June or 10-14 July (for those admitted in July)**. Please see detailed information here: [http://www.ut.ee/en/welcome/housing](http://www.ut.ee/en/welcome/housing)

Please keep in mind the rules regarding application for accommodation at the UT dormitories and carefully read the information provided on the above-indicated website. The deadlines set for both application and payment of deposit (150 euros for one place in a two-person room) are strict and cannot be extended.

Dormitories mainly consist of twin rooms with a shared bathroom and kitchen (usually 2-3 rooms share a bathroom and a kitchen, in some dormitories the bathroom and kitchen are shared with the entire floor). The rooms include essential furniture. Students should bring (or rather buy in Tartu) their own linens, blanket, pillows and cookware. Before buying new cookware, find out if previous tenants have left behind any cookware that you could use. Tartu’s Erasmus Student Network office (Pikk 14) often collects leftover bedding sets and may be able to provide you with one free of charge. More information about the dormitories can be found here: [www.campus.ee](http://www.campus.ee)

After arriving in Tartu, you can go directly to the dormitory. **Dormitories are open 24/7** and there is no need to find a hotel if you arrive late at night.

If the life in dormitories does not seem to be your style, you can rent an apartment. The prices range from approximately 200 EUR in the farther parts of the town to 450 EUR or more in the centre (1-2 rooms). The rents are the highest in August and September. For alternative housing options, please see [http://www.ut.ee/en/welcome/housing](http://www.ut.ee/en/welcome/housing)

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**Orientation course**

Before the beginning of the semester, around **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 and student services;
• tour of the university, the library and the town;
• meeting the tutors.

It is highly recommended that you participate in the orientation course. If you cannot participate in the orientation course, please inform studentvisasupport@ut.ee of your planned arrival in Tartu. For more information about the orientation course, check www.ut.ee/en/welcome/orientation-course-international-students

The detailed schedule of the orientation course will be available on the same website about 2 weeks before the course.

Courses

You can register for 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 a 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 the 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.

Residence permits for non-EU students

All degree-seeking students without EU/EEA or Swiss citizenship need a visa and/or temporary residence permit (TRP) in order to study in Estonia. There are a limited number of Estonian embassies that handle visa or residence permit applications across the world. 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 or long-term visa (D-type visa) is explained on 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. Once you read the guidelines given on the website, please think of the following aspects:
Where, and in which country, can I apply for TRP or long-term (D-type) visa? Please consider time and costs needed for travelling and staying in another country!

Do I have all the documents required to apply for a TRP/long-stay (D-type) visa? Please pay attention 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. Additionally, even though PhD students have the medical insurance covered by the state, you must still have some kind of health insurance for the first months of your stay in Estonia.

Considering the amount of time I have until the beginning of studies, can I apply only for 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. There is no need to submit an original admission letter for TRP/D-visa application.

Do I have sufficient funds to support my studies in Estonia? All PhD students are granted PhD study allowance of 660 EUR per month. The admission notification includes reference to PhD study allowance, thus there is no need to provide additional proof (document) of having regular legal income. Still, please consider that the grant will be paid only once the TRP has been granted (non-EU students) or the right of residence is registered (EU students).

When preparing TRP application documents, please check the guidelines given here: https://www2.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/oppimiseks/index.dot Do not forget to sign the application documents properly! Please send all questions on to this topic directly to studentvisasupport@ut.ee

**Health insurance**

All PhD students who have a valid TRP or right of residence (depending on their country of origin) and for whom the university has assigned PhD study allowance in its Study Information System, receive health insurance from the Estonian Health Insurance Fund (EHIF/Haigekassa in Estonian).

Since the EHIF will be available to newly admitted students a bit later than the beginning of studies, please obtain an insurance policy (required upon applying both for a visa and residence permit) which is valid for your travelling period and until the end of October 2018, at least. As of November, all full time PhD students should have health insurance from the Estonian Health Insurance Fund (EHIF), unless the student has not applied for the TRP/right of residence early enough.

With TRP or right of residence, an Estonian ID number will be given. At the beginning of the semester, we will let you know as how you should inform the university of having received the residence permit/right of residence. To check whether your national health insurance account has been activated, please visit the state portal Festi.ee, which you can use to access various Estonian e-services after you have received your TRP/ID-card.

**PhD study allowance**

The amount of the doctoral allowance is 660 euros per month. In the autumn semester of the 2018/2019 academic year matriculated PhD students will receive the doctoral allowance 660 euros + the doctoral students’ performance stipend 400 euros for six months. After that the payment of the stipend depends on the student’s academic performance.
In order to be eligible for PhD study allowance/stipend, the students must have either valid TRP or right of residence (depending on their country of origin). That is one of the reasons why we have emphasized the need to apply for the residence permit abroad, not after arriving to Estonia! **The university can assign PhD study allowance only after the student has received a TRP or right of residence.** Payment of PhD study allowance takes place once the student has acquired the right of residence in Estonia, and most probably not from the first, or even second month of studies. The PhD study allowance will not be paid for the months the student did not have a residence permit/right of residence – no retrospective stipend payments will be made. Therefore, make sure that you have enough money to live on during your first few weeks or months in Estonia. Take into account that you may have some rather large expenses at the very beginning of your stay – for example, housing deposits.

**Paper work to be taken care of at the beginning of PhD studies**
General information on academic matters related to PhD studies is described here [http://www.ut.ee/en/studies/doctoral-studies/for-current-phd-students](http://www.ut.ee/en/studies/doctoral-studies/for-current-phd-students)

Please see that one of the first academic duties is to compile a PhD Student Individual Study Plan and a Study Agreement. We recommend that PhD students contact their supervisors and consult the content and objectives of the plan and agreement. In regards to the timeline, PhD students need to finalize these two documents by September 15, so there is plenty of time to discuss them later in the summer or in September. Please make sure you keep your supervisor informed of any changes.

**Students to students’ 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](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, thus learn more here [here](https://www.facebook.com/utambassadors)

**After arriving to Tartu**
Upon arrival to the university, all international students must bring the original documents of their previous education levels to the Admissions office (the same set of documents you submitted with your application). This is not required if the same set of documents was sent directly to the University of Tartu by the higher education institution you graduated from. Documents must reach the Student Admissions within the first 2 weeks from the beginning of semester (by 15 September).
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
Useful information for getting settled at UT and Tartu: https://sisu.ut.ee/gettingstarted
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.keeleklikk.ee/index.php.

Small checklist with some important dates and deadlines

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<thead>
<tr>
<th>Event</th>
<th>Date/Duration</th>
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<tbody>
<tr>
<td>Confirming or cancelling my study offer</td>
<td>within 7 days from receiving UT’s admission notification</td>
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<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>
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<tr>
<td>Accommodation application period at UT dorms</td>
<td>1-10 June or 10-14 July (for those admitted in July)</td>
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<tr>
<td>Payment of accommodation deposit at UT dorms</td>
<td>10 days after receiving an offer</td>
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<tr>
<td>Orientation course for newcomers - new international students</td>
<td>29-31 August, 2018</td>
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Looking forward to seeing you in Tartu!
Yours sincerely,
Study Abroad Centre
Office of Academic Affairs
University of Tartu