INFORMATION FOR EXCHANGE STUDENTS

Exchange students’ coordinators

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Annika Kalda
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Piret Saluveer
Traineeship and Student Exchange Coordinator: Erasmus and other programmes
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Study Abroad Centre
Ülikooli 18, rooms 132, 134
50090 Tartu
Estonia
www.ut.ee/en/welcome
Office hours: Mon-Thurs 13:00-16:00
Academic year 2018/2019

Autumn semester: 03.09.2018 to 04.02.2019
Spring semester: 11.02.2019 to 30.06.2019
Academic calendar: ut.ee/en/academic-calendar

Orientation course
At the beginning of the semester, 29-31 August, the Study Abroad Centre offers an orientation course for new international students. The course, organized jointly by the Study Abroad Centre and the academic units of the university, is designed to help international students get to know each other, the university and the town.

If you cannot participate in the orientation course, please inform your coordinator of your planned arrival in Tartu. More information about the orientation course is on: sisu.ut.ee/gettingstarted/orientation-course. The schedule of the orientation course will be available on the same website by the week this spring semester’s orientation course starts.

NB! Please note that it is not necessary to come by the Study Abroad Centre before the orientation course, all the information needed for successful beginning will be provided during the course.

Courses
Exchange students are free to select courses from different faculties to design their study plans for the coming semester. Information about the courses offered in English is available on: ut.ee/en/courses-taught-english. Timetables of the courses will be available at the beginning of the semester.

Exchange students are required to take courses for at least 15 ECTS per semester.

You can register to courses through the online Study Information System before the beginning of the semester or during the first two weeks of a semester. You will receive your username and password for the UT Study Information System by email by the end of January.

Courses could be cancelled in the case there are less students attending the course than anticipated. The minimum number of attendants is assigned for each course and this is fixed in Study Information System. The university has the right to cancel courses due to unforeseen circumstances.

Students to students’ services
Erasmus Student Network (ESN) supports all the international students studying in Tartu by offering various socializing activities. All the announcements about their weekly events can be followed on their Facebook page (https://www.facebook.com/groups/ESNTartuAutumn2018/), on their aims and activities learn more here: www.esn.ee/tartu/

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: facebook.com/utambassadors and learn more here: isa.ut.ee/

UT Buddy programme: to make your arrival pleasant and smooth, there is the UT Buddy network composing of the international students of UT. The UT Buddy system is a student-oriented initiative and the Buddies are willing and ready to share their experiences and introducing you to everyday UT and Tartu life

Arrival
International students usually arrive at Tartu or Tallinn Airport or Tallinn Harbour. Buses from Tallinn Bus Terminal to Tartu depart twice an hour on average and the trip takes about 2,5 hours. Transportation is not
provided by the Study Abroad Centre and all travel arrangements are student’s responsibility. For further information on getting to Tartu check our website: ut.ee/en/welcome-web/arrival-advice.

Housing
International short-term students (studying at UT up to 10 months) are accommodated in the Student Hostel. The hostel mainly consists of twin rooms with a common bathroom and kitchen (usually 2-3 rooms share a bathroom and kitchen). Monthly rent for a place in a twin room is 210 euros. Prepayment of deposit is required! Please read the information below for specific steps to be taken and also the general description on 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 are strict and cannot be extended.

The most important stages of application:
1. **Apply by submitting online application**
   Once you complete the online application, you will receive an email acknowledging the receipt of your application.
2. **Notification by the hostel**
   If your application is successful, you will receive notification and description of your accommodation offer via e-mail.
3. **Prepayment of deposit**
   All short-term students need to pay their deposit right after receiving an accommodation offer, since the payment must reach the hostel within 10 days from receiving the offer.
   **The amount of deposit for those staying longer than one month is the sum equivalent to three months’ rent – 630 euros (one-month rent is 210 euros).**
   The students staying for one month need to pay the deposit equivalent to two months' rent (420 euros). If you do not pay the room deposit within the deadline, the student hostel will cancel your room reservation. Prepayment **will not be refunded** in the case one decides not to use the provided accommodation for whatever reason!
4. **Cancelling accommodation contract.**
   If you do not show up within the first 14 days of your accommodation period (indicated in application) or do not inform the hostel of your later arrival, application will be cancelled and prepayment (deposit) will not be returned (as said above). Please send an e-mail to info@campus.ee if your arrival to Tartu needs to be postponed. Please pay attention to the fact that prepayment will not be refunded in the case of cancelling accommodation offer!

**NB!** The students will sign a fixed term contract in line with their official period of studies at the University of Tartu as indicated in the university’s admission notification. The fixed-term contract ends on the expiry of the time indicated in the contract. Those leaving earlier, for example a month earlier, will not have their last part of prepayment refunded.

After arrival to Tartu, you can go directly to the Student Hostel. The **Student Hostel is open 24/7** and there is no need to find additional housing if you arrive late at night.

**Student Hostel**
Raatuse 22, 51009 Tartu
Tel (+372) 56620 215
E-mail: info@campus.ee
www.studenthostel.ee
If the life in the Student Hostel seems not to be of your style, you could rent an apartment. The prices range from approximately 160 EUR in the farther parts of the town to 450 EUR or more in the centre (1-2 rooms). Information on apartments for rent is available from real estate agencies: city24.ee, kv.ee, yyr.ee. Also see: ut.ee/en/welcome/housing.

Cost of living
One needs approximately a minimum of 400-450 EUR per month in order to cover basic expenses in addition to housing costs. Further information is available at: ut.ee/en/welcome/cost-living.

Entering Estonia
Nationals of the European Union (EU), the European Economic Area (EEA) and any third-country national holding a residence permit of a Schengen State do not need a visa to enter Estonia, but if staying in Estonia more than 3 months they must apply for the right of temporary residence.

Visas for non-EU students
I. All non-EU students require a long-stay (D) visa if they are going to stay in Estonia for more than three months.
D-visa (long-stay visa) may be issued for single or multiple entries into Estonia. If you plan to travel during your study period, you should apply for the visa with multiple entries. D-visa is valid in the whole Schengen area that means that it enables you to travel in the Schengen area for 90 days within a six-month period.

D-visa can be applied only in person at the Estonian embassies. There are a limited number of Estonian embassies handling visa applications across the world – in total in 20 countries. All the students applying for a visa need to consider that they must visit an Estonian embassy either in their home country or abroad. Those who need to go abroad for visa application, please consider that travelling requires additional time and financial resources. The countries where there is an Estonian embassy handling visa applications are: China, Turkey, Kazakhstan, Egypt, Australia, Ukraine, Belarus, Russia, the USA, Georgia, Israel, Canada, India and some EU countries – Ireland, Finland, Great Britain, France, Latvia and Sweden. Please see: www.vm.ee/et/node/2430.

NB! Please pay attention when filling in the visa application that the duration of your intended stay (counted in days) would cover the whole study period. If one wishes to stay longer than the official end of the spring semester (June 30th, 2019), please explain your plans at the embassy.

Please make sure that you submit all required documents as described on our website, in the section titled “List of documents to be submitted for D-visa application”

II. Students coming for the period no longer than three months (90 days) can use visa free access if they are the citizens of the countries listed here vm.ee/en/who-does-not-need-visa-visit-estonia.

Visa support
For the questions related to visa applications, contact us at: studentvisasupport@ut.ee
Health insurance
To apply for the D-visa, student must have valid health insurance for Estonia or for the Schengen area with coverage of at least 30 000 EUR for the entire duration of stay.

There are different insurance companies to choose from and you are free to select suitable insurance from your home country. But you need to make sure that the insurance is suitable for obtaining the visa (you can check it from the respective Estonian Embassy).

For example, the following insurance companies are recommended and accepted by the Estonian Police and Border Guard Board:
- AON: [www.aonstudentinsurance.com/students/en/](http://www.aonstudentinsurance.com/students/en/)
- AS Inges Kindlustus: Estonian Insurance company; insurance can be purchased only in Estonia;
- ERGO Insurance: Estonian Insurance company; insurance can be purchased only in Estonia;

Yet, one does not have to choose one of the listed companies since these are primarily recommended for obtaining temporary residence permit. More information about health insurances: [ut.ee/en/welcome/health-insurance-0](http://ut.ee/en/welcome/health-insurance-0).

University of Tartu strongly recommends for EU/EEA students to purchase additional health insurance in addition to EHIC.

Additional information

Important numbers

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<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Emergency calls</td>
<td>112</td>
</tr>
<tr>
<td>Tallinn and Tartu Airport Info</td>
<td>(+372) 605 8888</td>
</tr>
<tr>
<td>Intercity Bus Info</td>
<td>12 550 or <a href="http://www.tpilet.ee">www.tpilet.ee</a> (telephone number can be used only in Estonia and if your telephone operator enables it)</td>
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<tr>
<td>Taxi in Tartu</td>
<td>(+372) 730 0200; (+372) 742 2222; (+372) 5749 5749</td>
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<tr>
<td>Taxi in Tallinn</td>
<td>(+372) 633 8888; (+372) 55 638 638; (+372) 657 7576</td>
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<td>Raatuse 22 Dormitory (24h)</td>
<td>(+372) 56 620 215</td>
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<tr>
<td>Infoline (info about Estonia, companies, telephone numbers etc.)</td>
<td>1182 (number can be used only in Estonia and only if your telephone operator enables it)</td>
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NB! Please save these numbers and the contacts of Study Abroad Centre and Student Hostel to your mobile phone or computer or print out and take with you when you travel to Estonia!

Useful links

Practical info: [ut.ee/en/welcome/international-students](http://ut.ee/en/welcome/international-students) and [sisu.ut.ee/gettingstarted/](http://sisu.ut.ee/gettingstarted/)
Estonian embassies: [vm.ee/?q=en/taxonomy/term/42](http://vm.ee/?q=en/taxonomy/term/42)
About the city of Tartu: [www.tartu.ee/en](http://www.tartu.ee/en)
Study and research opportunities in Estonia: [studyinestonia.ee](http://studyinestonia.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 [keeleklikk.ee/en/welcome](http://keeleklikk.ee/en/welcome).
You may also want to look at the *Agreement on Good Practice* in the Internationalisation of Estonia’s Higher Education Institutions.

Looking forward to seeing you in Tartu!

Yours sincerely,
Study Abroad Centre
University of Tartu