

# INCOMING STUDENT PROCESS

The process in detail on our [Exchange Studies](#) website.

[SoleMOVE](#) = Mobility management system

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## NOMINATION BY PARTNER

The partner institution contacts HAMK International to receive information on how to nominate the incoming student.



The nomination deadlines are:

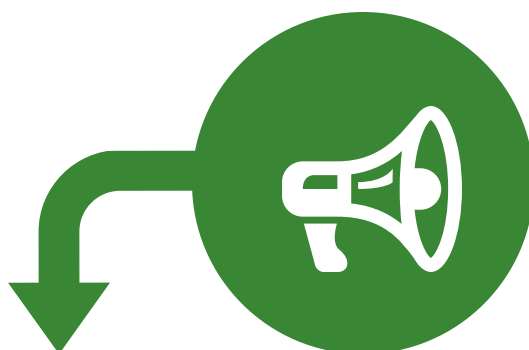
- 15 April for the autumn semester
- 15 October for the spring semester

The application and learning agreement deadlines are:

- 30 April for the autumn semester
  - 30 October for the spring semester
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The student uploads the following documents:

1. Transcript of Records in English
2. Motivation Letter
3. Learning Agreement (see below).
4. Applicants to Degree Programme in Design: also portfolio



## SOLEMOVE

The student receives a link to [SoleMOVE](#) and completes their application.

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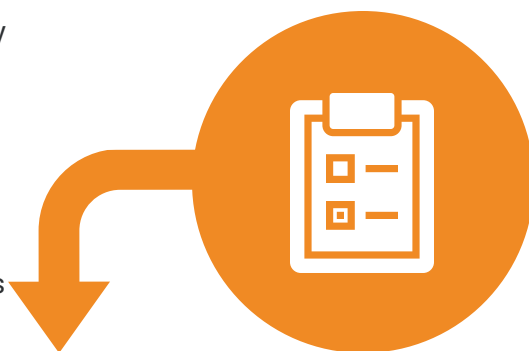
## LEARNING AGREEMENT

The student completes the Online Learning Agreement (OLA)



1. Erasmus students: simultaneously complete the Online Learning Agreement (OLA).
  2. Non-Erasmus students: upload the Learning Agreement signed by you and the responsible person at your home university to the Enclosures section.
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1. Applications for autumn semester are processed by 30 April at the latest.
2. Applications for spring semester are processed by 15 November at the latest.
3. Official Acceptance Letter is sent to student via SoleMOVE .
4. The student accepts/cancels the decision and adds the arrival date and details to SoleMOVE.
5. Welcome Letter is sent to student.

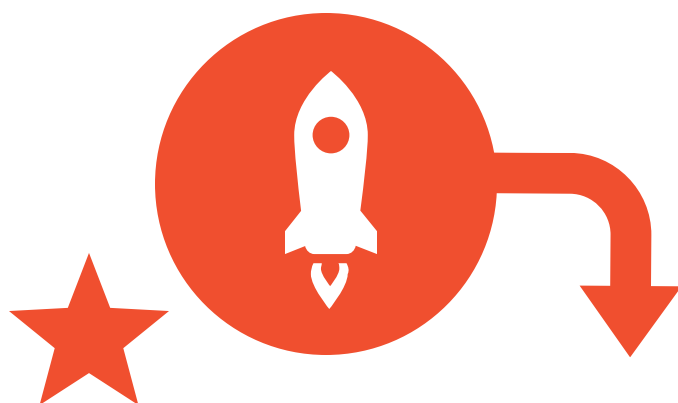


## ACCEPTANCE

HAMK International receives the application and sends it to the guidance counsellor for acceptance.

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## CONTACTS DURING EXCHANGE



HAMK International is responsible for:

- sending email to students concerning practicalities;
- creating a WhatsApp group for incoming exchange students;
- appointing a tutor for the exchange student.

Guidance counsellor is responsible for:

- answering all questions related to content of studies;
- checking and signing the Learning Agreement;
- checking that the exchange information in SoleMOVE is correct;
- signing the Letter of Confirmation on behalf of HAMK

Student affairs secretary is responsible for:

- signing Arrival Certificate;
- issuing student meal subsidy card.

**Student:** After the exchange period, the student requests the transcript of records at the address:

[studentservices@hamk.fi](mailto:studentservices@hamk.fi)

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