
Instructions to create eRPL application in Pakki service

Log into Pakki service (pakki.hamk.fi) and select eRPL. To attach your certificates to your application, take a clear photo of them or scan them as files. You will come across two options: New application and New pre-application. If you are currently studying in another educational institute or do not possess the certificate yet, choose New pre-application. Otherwise, choose New application.

Proceed using the **+ buttons**. If you need to make any changes to your application, click on the pen icon.

1. Start the application by selecting **New application** (or New pre-application).
 - Fill in the details of the guidance discussion. Give the date of the first contact day of studies.
 - Choose the guidance counsellor Eveliina Grönberg from the drop-down menu to handle your application.
 - **Save the draft and start filling out the application.**
2. Go to **+ Places and Attachments**.
 - From the Type of organisation, choose **Educational institute** and fill out other fields marked as compulsory.
 - Add the certificate from prior studies, for example, the transcript of records, as a PDF attachment.
 - Add a description if needed.
 - **Save.**
3. Go to **+ Add previously completed study**
 - Choose **Replacement** as the Credit transfer type.
 - Select **Eveliina Grönberg** as the handler.
4. Choose **Add Study** and enter the information about your previously completed university-level course or module.
 - Leave the Code section empty.

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- Enter the name of the course. If you know the name of the course in Finnish and English, you can fill out the titles in both languages. If the course was conducted only in English or Finnish, you can use the English or Finnish title in both fields.
 - Fill out other fields marked as compulsory and then **Save**.
5. Move to the middle section of the page (**Choose from the studies in PSP**).
- Select the course for which you are applying the replacement. Drag the selected course to the right to **Studies selected to application** section, or by selecting the course and then clicking the cross button.
 - **Save**.
6. **Submit the application** (a button at the top of the application).

Note! If you want your previously completed studies to be accredited for multiple courses, and you are not sure whether all of them will be approved, you can submit multiple applications (**Add study**) for each course, targeting the application to a different study each time. This will allow the handler to make decisions based on your suggestions for each course individually.

From pre-application to an actual eRPL application

- After your pre-application is processed, and you have finally received the certificate of the studies from another institute, go to the Pre-applications tab and click **the name of the application**.
- Go to **Add application** (top right corner of the page) and approve to create a new eRPL application.
- Check the information on the application and make sure you have included all the necessary documents.
- The application can be modified via the pen button.
- And finally, remember to **Submit the application**.