

## 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.

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**.
  - 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.
  - Enter the course name.
  - Fill out other fields marked as compulsory and then **Save**.
5. Move to the middle section of the page (**Choose from the studies in**

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**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.
- If you are applying credit transfer from Optional studies, select the course named External Elective Course.
- **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.