

## Checklist – student exchange

*NB! This list might not have all steps. Please also read the [exchange webpages](#), as well as the emails you receive for the most up to date information*

### After having been informed of your exchange place

- ☐ confirm in Mobility Online that you accept/do not accept the allocated exchange placement according to the date given.
- ☐ participate in the Exchange Preparation Session arranged by Hanken's international coordinator

#### Search information

- ☐ read your host university's Fact Sheet in the Mobility Online portal
  - Make sure that you look up the application deadline
- ☐ familiarise yourself with the education system and courses at the host university
- ☐ read about your host country and its culture and customs
- ☐ make use of the fact that Hanken is an international university! Contact foreign students at Hanken or students at Hanken who have been abroad on an exchange at the university where you are going. The International Coordinator can provide you with contact details
- ☐ read the exchange reports submitted by previous students for tips on how to study and live in your host country
- ☐ look up the health information of your host country and check if you need any vaccinations. Please note that some vaccinations should be administered several times with a few weeks in between. Reserve enough time for this!

#### Apply to your host university

- ☐ complete the application/registration form of your host university according to the instructions given. This might also include for example course choice, accommodation application and other important information.
  - Make sure that you read carefully all the information that you receive from your host university and send in your application/registration before the deadline
  - If your host university requires that you hand in a letter of recommendation, please reserve time for professors at Hanken to write it (usually universities outside EU)
  - Please note that some universities (usually outside Europe) might require a health certificate. Reserve time to see a doctor.
    - Japan requires this certificate to be handed in already in March/October
    - Please note that some universities might even require a chest x-ray or HIV-test.
- ☐ please note that concerning exchange outside of Europe it is always the host university that makes the final decision on whether to accept you as an exchange student or not, and inform you of this.

#### Travel documents

- ☐ make sure that your passport is valid for the entire duration of your stay.
  - Please note that in order to obtain a visa to certain countries outside Europe, your passport needs to be valid for a certain length of time after your return. Check this information on the web site of the embassy in question.
- ☐ Apply for a visa (to countries outside of the EU).
  - follow the instructions of the embassy carefully (can be found on the embassy's website)

- you need to attach a *Letter of Acceptance* to your application. You will receive it from your host university after your acceptance.

### **Insurance**

- purchase private travel insurance to cover possible costs for hospitalization, travel, luggage etc. for all possible travels during your exchange. This concerns all exchange students!
  - Hanken insures all students that have a mandatory semester abroad within their bachelor studies. However, it only covers trips to and from the host country and your time at the host university. Hanken's insurance doesn't insure your luggage or have a third party liability coverage.
- Check up on the social insurance guaranteed Finnish citizens in your host country
  - Apply for a European Health Insurance Card (EHIC, exchange students within EU) from KELA/FPA (Finnish citizens) or
  - get a copy of the social insurance guaranteed Finnish citizens by law (some universities outside EU). For example, HEC Montréal in Canada requires a KELA certificate affirming these rights.

### **Practical arrangements**

- check the semester dates at your host university and plan your exchange accordingly.
  - **NB!** Please check your host university's schedule regarding the orientation days for exchange students before the beginning of the semester and the last dates for exams before booking your travel tickets. Remember that it is mandatory to participate in the introduction days held by the host university. Please note that you have to write all the exams at your host university before you leave
  - You cannot return home before your courses are completed and all the exams are finished. Work or a summer job are not acceptable grounds to leave early
  - You are not allowed to negotiate the examination dates with your host university and you should adapt to their planned schedule. Students cannot take a host university exam at Hanken or vice versa
- in case you still need to find accommodation – read any possible instructions carefully and start searching immediately! You may have to plan to go to your host country in good time to look for housing in person.

## **Before you leave**

- keep informed about global events such as political instabilities, epidemics and natural disasters
- all students that are Finnish citizens or permanent residents in Finland who are going abroad are recommended to do a *notification of travel* (matkustusilmoitus) to the Finnish Foreign Ministry
- check the contact information of the embassy of your home country at your destination. In case of an emergency, it is good to have the contact information of the embassy within easy reach.
- note that the host country might have different laws regarding for example alcohol use than Finland.
- acquaint yourself with the [Hanken presentation](#). You don't have to find information on your own, stick to the information the material gives you.
- register as present at Hanken through the Oili service.
  - All students going on exchange must be registered as present at Hanken
  - Please note that Hanken's IT services do not send Hanken ID information to you if you are abroad.

### **Take with you**

- ☐ copies of your passport, tickets, insurance, and other important documents
- ☐ a transcript of records in English. This will help you when choosing courses. You might need proof of previous courses to be allowed to attend a specific course
- ☐ your *Certificate of Grant* that you have received from Hanken stating that you are an exchange student
- ☐ your *Letter of Acceptance* (or a copy) that you have received from your host university

## **Upon arrival at the host university**

- ☐ register with the authorities in your host country in accordance with the instructions from your host university
- ☐ make sure you know the embassy you need to contact in case of an emergency
- ☐ finalize your course choices in your *Learning Agreement* in Hanken's Mobility Online if you haven't done it at an earlier stage. Remember to also update your learning agreement in case there are changes to your courses.
  - In case you encounter any problems or change anything with your course choice, always contact the International Coordinator at Hanken.
- ☐ if you are sick during an exam, get a medical certificate immediately from a doctor in your host country.
- ☐ please respect the office hours of professors and the international office at your host university and follow them.
- ☐ follow the study rules of your host university. Note that some classes can have mandatory attendance.
- ☐ remember that you are an ambassador for Hanken and Finland
  - We rely on you to conduct your studies in a suitable and ethical manner.
  - We hope you will adapt to the customs of your host university - and give others a good impression of Hanken and of Finland!

## **Before you go home**

- ☐ follow the instructions your host university has given you (e.g. how to return books, apply for a transcript, fill in forms etc.)
- ☐ the International Coordinator at your host university to confirm the exact dates of your exchange semester on the *Confirmation of Stay* form.
  - The form will be sent to you automatically per e-mail from Mobility Online (as an attachment to an e-mail "Instructions on exchange reporting") close to the end of your exchange semester.
- ☐ read the information under [\*After the Exchange\*](#)
- ☐ take with you all the course descriptions and material from your host university.
  - You need the course descriptions when you apply for transfer of credits in SISU.
- ☐ prepare to share your experiences with other students at Hanken.