

**Haaga-Helia University of Applied Sciences**

GENERAL INFORMATION	
<b>Website</b>	<a href="http://www.haaga-helia.fi/en">http://www.haaga-helia.fi/en</a>
<b>Address</b>	Haaga-Helia University of Applied Sciences International Services Ratapihantie 13 FI-00520 Helsinki Finland
<b>Erasmus code</b>	SF HELSINK40

CONTACTS	
<b>Incoming students</b>	<a href="mailto:exch@haaga-helia.fi">exch@haaga-helia.fi</a>
<b>Outgoing student</b>	<a href="mailto:outgoing@haaga-helia.fi">outgoing@haaga-helia.fi</a>
<b>Teacher &amp; staff exchanges</b>	<a href="mailto:staffexchange@haaga-helia.fi">staffexchange@haaga-helia.fi</a>
<b>General inquiries</b>	<a href="mailto:international@haaga-helia.fi">international@haaga-helia.fi</a>
<b>Head of International Relations</b>	Ms Katri Salmi Tel. +358 50 5967 652 E-mail: <a href="mailto:katri.salmi@haaga-helia.fi">katri.salmi@haaga-helia.fi</a> Address: Ratapihantie 13, FIN-00520 Helsinki

ADMISSIONS FOR EXCHANGE STUDENTS	
<b>Student exchange website and guide</b>	<a href="http://www.haaga-helia.fi/en/exch">www.haaga-helia.fi/en/exch</a>
<b>Semester dates</b> (exam period included)	Autumn semester: 19 August 2024 - 13 December 2024 Spring semester: 13 January 2025 - 16 May 2025  <a href="https://www.haaga-helia.fi/en/academic-year">https://www.haaga-helia.fi/en/academic-year</a>
<b>Nomination period</b>	For autumn semester and whole academic year: <b>18<sup>th</sup> March – 11<sup>th</sup> April 2024</b>

	For spring semester: <b>23<sup>rd</sup> September – 18<sup>th</sup> October 2024</b>
<b>Application period</b>	For autumn semester and whole academic year: <b>18<sup>th</sup> March – 23<sup>rd</sup> April 2024</b> For spring semester: <b>23<sup>rd</sup> September – 29<sup>th</sup> October 2024</b>  Acceptance letters to accepted students will be sent within 2 weeks of the application deadline.
<b>Application documents</b>	<ul style="list-style-type: none"> <li>• Current Transcript of Records (in English)</li> <li>• Proof of English proficiency Minimum B2 (official language test certificate or English teacher's statement required from students who study in a non-English language degree programme and are not native speakers of English)</li> <li>• Passport copy (Only for non-EU/EEA citizens who need a residence permit)</li> </ul>
<b>Application Instructions, Application Form</b>	<a href="http://www.haaga-helia.fi/en/exch">www.haaga-helia.fi/en/exch</a>

#### ARRIVAL SERVICES

<b>Orientation Dates</b>	Haaga-Helia organizes an orientation for exchange students at the beginning of every semester. The orientation is held a week before the beginning of lessons.  <a href="http://www.haaga-helia.fi/en/exch">www.haaga-helia.fi/en/exch</a>
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#### HOUSING

<b>General Information</b>	Haaga-Helia guides incoming students in finding accommodation. Information for incoming students available at: <a href="http://www.haaga-helia.fi/en/exch">www.haaga-helia.fi/en/exch</a>  Information for incoming staff available at: <a href="https://www.haaga-helia.fi/en/information-visitors">https://www.haaga-helia.fi/en/information-visitors</a>
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#### INSURANCE

<b>General Information</b>	Haaga-Helia guides incoming and outgoing students in obtaining insurance cover. Incoming student is responsible for making sure that s/he has appropriate insurance cover during the exchange period.
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	<p>Information about insurance available at:  <a href="https://www.haaga-helia.fi/en/health-insurance">https://www.haaga-helia.fi/en/health-insurance</a></p> <p>Incoming staff are responsible for making sure that they have appropriate insurance coverage during the exchange period. Outgoing staff has insurance coverage organized by Haaga-Helia.</p>
<b>Contact</b>	<a href="mailto:exch@haaga-helia.fi">exch@haaga-helia.fi</a>

<b>VISA / RESIDENCE PERMIT</b>	
<b>General Information</b>	<p>Haaga-Helia offers guidance in obtaining a residence permit for incoming students.            Info for incoming students available at Finnish Immigration Service website:  <a href="http://www.migri.fi/studying_in_finland">http://www.migri.fi/studying_in_finland</a></p> <p>Info for incoming staff available on request <a href="mailto:staffexchange@haaga-helia.fi">staffexchange@haaga-helia.fi</a></p>
<b>Contact</b>	<a href="mailto:exch@haaga-helia.fi">exch@haaga-helia.fi</a>

<b>ACADEMICS</b>	
<b>Course details</b>	<p>Study guide: <a href="https://opinto-opas.haaga-helia.fi/en/tarjontakorit/en">https://opinto-opas.haaga-helia.fi/en/tarjontakorit/en</a>            -&gt; Exchange Studies at Haaga-Helia</p>
<b>Course enrolment period</b>	<p>Autumn semester:</p> <ul style="list-style-type: none"> <li>• First enrolment period: 15<sup>th</sup> of May – 23<sup>rd</sup> of May 2024</li> <li>• Second enrolment period: 3<sup>rd</sup> of June – 16<sup>th</sup> of August 2024</li> </ul> <p>Spring semester:</p> <ul style="list-style-type: none"> <li>• First enrolment period: End of November – Beginning of December 2024</li> <li>• Second enrolment period: Beginning of January – 10<sup>th</sup> of January 2025</li> </ul>
<b>Transcript of Records</b>	<p>A Transcript of Records will be issued by Haaga-Helia no later than five weeks after the assessment period has finished. Students are responsible for downloading the Transcripts of Records themselves from the student's desktop Peppi.  <a href="https://www.haaga-helia.fi/en/electronic-study-certificates-haaga-helia">https://www.haaga-helia.fi/en/electronic-study-certificates-haaga-helia</a></p>
<b>Assessment scale</b>	<p>5 = Excellent            4 = Very Good            3 = Good</p>

	<p>2 = Satisfactory          1 = Sufficient          0 = Fail          H = Pass</p>
<b>RECOMMENDED LANGUAGE SKILLS</b>	
<b>Language of instruction</b>	English
<b>Required language of instruction level: Student Mobility for Studies</b>	<p>B2 (Common European Framework of Reference for Languages)  <a href="http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a></p>
<b>Recommended language of instruction level: Staff Mobility for Teaching</b>	<p>B2 (Common European Framework of Reference for Languages)  <a href="http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a></p>

<b>STUDENTS AND STAFF WITH SPECIAL NEEDS</b>	
<b>General information</b>	<p>Haaga-Helia takes into consideration as much as possible the special needs of the incoming students and staff. Most of our facilities are wheelchair accessible. Special exam arrangements can be made for those with a diagnosed special need. Special needs teachers, Study Psychologist and study coaches are available for support.</p> <p>Incoming students and staff members with special needs are advised to inform the International Services about their needs before arrival. Information concerning the health of students and staff is kept confidential.</p>
<b>Contact</b>	<a href="mailto:exch@haaga-helia.fi">exch@haaga-helia.fi</a>