

# INSTRUCTIONS FOR HOW TO APPLY FOR EXCHANGE STUDIES AT ÅBO AKADEMI UNIVERSITY

#### **STEP BY STEP**

#### Step 1

Decide which language you want to study in -> This affects the countries/universities that you can apply to

#### Step 2

What subject do you want to study? Major? Minor?

Optional studies?

- -> This effects your choice of university and country
- -> Dicuss with you academic coordinator what you will be able to study on your exchange

#### Step 3

What part of the world do you want to study in?

-> Europe, South America

Contact Harriet Klåvus – <u>hklavus@abo.fi</u>

-> Africa, Asia, Oceania

Contact Astrid Kalland – <u>astrid.kalland@abo.fi</u>

#### -> North America, the Nordics and ISEP

Contact Katie Fagerström – <u>katie.fagerstrom@abo.fi</u>

#### Step 4

Log in to SoleMOVE: https://saas.solenovo.fi/solemove

- -> Fill in the online application (Application form for outgoing student mobility)
- -> You can apply to a max of 3 universities in SoleMOVE (rank them in your order of preference)
- -> A study plan should be made for each university you apply to
- -> Check the language requirements: Which certificate is needed? Request a language certificate from the Language Centre. Do you need to take an extra language test? (Often needed for USA and ISEP)
- -> If needed, write your motivation letter (not for Erasmus or Nordplus)
- -> If needed, ask for a recommendation letter from 1-2 teachers/professors (in time/ before deadline) (not for Erasmus or Nordplus)
- -> Prioritize your applications

If you want to go on exchange with ISEP, or to California or Australia, they should be listed as your first choice.

# Step 5

Submit your application in SoleMOVE and find out where you will be able to go on exchange (where we will nominate you) within 2 weeks of the application deadline.

# • <u>Step 6</u>

Wait for ÅA to nominate you to your host university. We will inform you when you have been nominated.

## Step 7

You will receive application information directly from your host university. Complete their online application.

## Step 8

Complete the SoleGRANT application (in SoleMOVE, top of the page) to apply for your scholarship from ÅA.

Accept the scholarship conditions. Erasmus students should also sign a separate Erasmus+Grant Agreement.

# Step 9

Apply for accommodation at your host university.

Apply for a VISA, if needed.

Check your passport - it should valid 6 months after your return back to Finland (only relevant outside the EU)

## Step 10

Step 12

Buy a travel insurance with full coverage.

## <u>Step 11</u>

Register yourself as attending at Åbo Akademi. You are still a degree student at ÅA, just studying at a different university.

## Yo

GO ON EXCHANGE!!!

You will recieve **80%** of your scholarship before you go.

Full time studies = 30 ECTS / semester Absolute minimum = 20 ECTS / semester

## <u>Step 13</u>

When you return home from the exchange you will receive the final **20%** of your scholarship, when your studies have been registered at ÅA and your have completed our online feedback form.

## **Questions?**

Find more detailed instructions and lots more here:

www.abo.fi/en/study/study-abroad/go-onexchange/

## CONTACT US AT:

exchange@abo.fi