

Incoming exchange students for academic year 2011-2012

Application procedure step by step

STEP 1

Use the link to access online application form on Mobility Online.

Please do not change the student exchange programme. "**Student exchange**" includes all exchange programmes based on Erasmus, Nordplus, FIRST, NorthSouthSouth and bilateral agreements.

After submitting the application, you will receive an email (*Confirmation of Application*) with a direct link to proceed with the online registration. If you won't receive the confirmation email, please check that the message is not in your spam folder.

STEP 2

After entering the system, create a login name and a password and you will receive another confirmation email (*Confirmation of Registration*). Then log into the system, press "Complete personal data", complete your address information.

STEP 3

Upload the required application documents in the online system:

1. Transcript of records in English (certificate of the courses you have completed)
2. Motivation letter in English
3. Curriculum Vitae in English
4. Erasmus students: Learning Agreement (signed by your International Coordinator)
5. Passport photo (max. 500 Pixel x 500 Pixel)

Additional document to be sent by post:

- **Institute of Design and Institute of Fine Arts:** please send the portfolio of your current works (eg. photographs, video, prints, etc.) by post to the international coordinator of the faculty at LUAS.
- **Institute of Music and Drama:** please send a record of your artistic performance on CD/DVD by post to LUAS. For more detailed instructions, please contact the international coordinator of Institute of Music and Drama.

Please note that all these documents are obligatory - including the portfolio or CD/DVD - without them the application is considered incomplete.

STEP 4

After uploading the required documents, print out the application form by pressing "Print application" (you may have to enable pop-ups in your browser settings).

Ask the international coordinator in your home institution to confirm, i.e. to sign, the application form.

Send the signed application form and the required additional documents to the international coordinator of your faculty at LUAS by the deadline. It is possible to send the signed application form by email, but the portfolio/CD/DVD must be sent by post.

STEP 5

After LUAS has received your signed application and required documents by mail, your application will be processed at LUAS. **Wait for the acceptance email from LUAS** (*Confirmation of Acceptance*). Please note that without the specific email of acceptance one should consider the application to be in process or refused. After the acceptance, you will receive an information package with the printed letter of acceptance. The information package includes information about LUAS, Lahti and Finland.

STEP 6

Apply for the accommodation in online system as soon as possible.

For more information about the application process, please contact [intoffice\[at\]lamk.fi](mailto:intoffice[at]lamk.fi)