

WELCOME LETTER

Dear Incoming Exchange Student from Overseas (Non-EU/EEA)!

Congratulations, you have been accepted to participate in exchange studies at the Oulu University of Applied Sciences (Oulu UAS), Kotkantie Campus, Game LAB, see also your Letter of Acceptance. Our International Services will do the best to make your stay pleasant and rewarding both academically and personally.

For helping you to prepare your stay and travel, our ECTS Guide provides you with a lot of practical information. You may find the ECTS Guide at: <http://u.oamk.fi/ects>. Regarding travel preparations, consult especially "Practical Information" > "Travel Connections". Directions to and maps of the Kotkantie Campus are available at <http://u.oamk.fi/maps>. Kindly note that Game LAB will take place in the facilities downtown Oulu, Torikatu 21, <http://www.oulugamelab.net/contact>, but administrative International Services etc. will be located on Kotkantie Campus.

I've also sent to you a **Letter of Acceptance**, but this **Welcome Letter** provides you with important practical information. I will provide you with more detailed information on your studies after your arrival by means of **Guides for International Students**, see <http://u.oamk.fi/guides> and **Orientation Days** starting on **7 January 2016**.

In order to make sure that everything will go well with your travel and arrival, please **read the following information very carefully**. Furthermore, please **respond to me** by e-mail and **confirm your study place** and **acknowledge receipt of this letter**.

If you have questions after having read this Welcome Letter, feel free to turn to me. Please note that the International Services will be closed during the Christmas holidays, **21 December 2015 - 3 January 2016**, but I will answer e-mails before and after that time. In urgent cases, please call me by phone.



Mr Bastian Fährnich

International Coordinator (Incoming Mobility)
Oulu University of Applied Sciences

Kotkantie Campus (ICT, Engineering & Natural Resources, Media & Performing Arts)
International Services

Kotkantie 1, 90250 Oulu, Finland
Room: F1420A
Hours: Mon-Thu 9-11 and 12-14, Fri closed

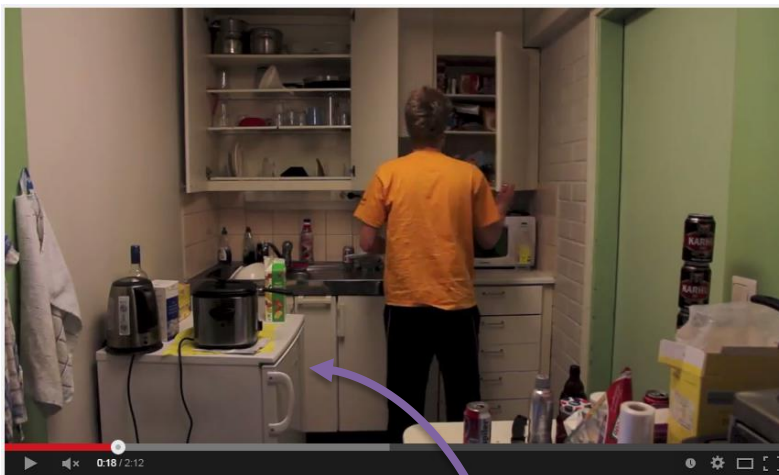
Mobile: +358 50 31 749 31
Skype (work): bfoamk
E-mail (work): bastian.fahnrich@oamk.fi
Web (work): <http://www.oamk.fi/english>
FB: <https://www.facebook.com/bastian.fahnrich>
E-mail: bastian.fahnrich@oamk.fi

Accommodation

Please note that accommodation for exchange students will be arranged by the **International Services** of the Oulu University of Applied Sciences in the **Otokylä Dormitory**. Once you've successfully filled in the application for accommodation via the Exchange Student Application System ([ESA](#)), **Mr Sami Niemelä** (sami.niemela@oamk.fi, +358 505424547), Otokylä **Dormitory Administrator**, will notify you in due time by e-mail, most likely in December, with a confirmation letter and further information such as your room number, rules of conduct and instructions regarding the deposit payment. Please confirm to him your booking **once he has contacted you** about your accommodation by e-mail. There will be two **Dormitory Managers** and a facebook group helping you to settle in at the Otokylä Dormitory.

Once you've arrived to Oulu, you need to devise a **rental agreement with Sami Niemelä** during orientation days. In case of questions, please get in touch with him by e-mail or phone. Sami's visiting address is Oulu UAS' International Services, located on the Kotkantie campus, see <http://u.oamk.fi/contactsotokyla>. For more information about the Otokylä Dormitory, consult <http://u.oamk.fi/accommodation>. If you like, have a look at a [YouTube video](#) which shows a typical student apartment.

Please note that the apartment is usually a shared or twin room (two beds in one room!) with another student, and rent is approx. 250 EUR/month. There is also a limited amount of single rooms available for approx. 400 EUR/month. The street address is **Otokuja 2 A** [+ room number, e.g. 402], and the postal code **90150 Oulu**, Finland. The rent is usually charged for full calendar months. There is also a rent tariff which is 1/10 of the monthly rent, so if you stay in Otokylä for at least 10 days in a calendar month, the monthly rent will be charged. In tenancies lasting for 1 - 9 days in a calendar month the daily rent will be applied.



Residence Permit

As you will be staying in Finland **more than 3 months**, please apply as soon as possible for a **residence permit** electronically to the **Finnish Immigration Service** and by visiting your local **Finnish embassy** or consulate.

Here you can find out about the location of the nearest **Finnish diplomatic mission** in your country:
<http://www.formin.fi/public/default.aspx?nodeid=15131&contentlan=2&culture=en-US>

Here is information on **residence permit for overseas (non-EU/EEA) exchange students** provided by the Finnish Immigration Service: <http://u.oamk.fi/residenceexchange>
Please follow these instructions swiftly for applying for your residence permit!

You and your coordinator have received a Letter of Acceptance from me by e-mail. Please take it along or attach it when submitting your residence permit application. When using the electronic version, please attach also the admission e-mail. When applying for the residence permit, you must also have a **valid passport**, a **passport photo**, as well as a **comprehensive health insurance**, and **documentation of sufficient funds for covering living expenses in Finland**.

For more information about residing in Finland and applying for the residence permit, please consult the **Finnish Immigration Service** and **Finnish embassy or consulate in your country**.

Insurance

Please note that, as a so-called third-country national or citizen (i.e. non-EU/EEA), **you are *not* covered by the Finnish national health insurance**, and you are **required to obtain a comprehensive health insurance** for yourself for the period of your stay. It is therefore extremely important for you to have sufficient insurance coverage of yourself ***before*** applying for the residence permit and (in all cases) before arriving in Finland.

That is, a non EU/EEA citizen who submits a residence permit application must attach details of his/her comprehensive health insurance cover to his/her residence permit application. Comprehensive insurance coverage means an insurance which includes the types of treatment and costs that are usually covered by the Finnish municipal health care services and the health insurance system of Finland.

Remember that you must have insurance cover when applying for a residence permit, as without it a residence permit cannot be granted by your local Finnish embassy/consulate. In principle, a residence permit cannot be issued for a period exceeding the period of the insurance coverage.

The insurance has to be issued by a reliable and solvent company or institution and valid for the period of your stay. The Finnish Immigration Service and Study in Finland recommend the **Marsh SIP insurance (SIP Integral)**, see <http://www.studyinfinland.fi/healthinsurance>.

Advance Preparation

In order to get oriented to your international mobility experience, we recommend you to visit the following websites:

Oulu UAS:

- www.oamk.fi/english

Oulu:

- www oulu.ouka.fi/english/index.asp

- www.visitoulu.fi

Finland:

- <http://www.finland.fi>

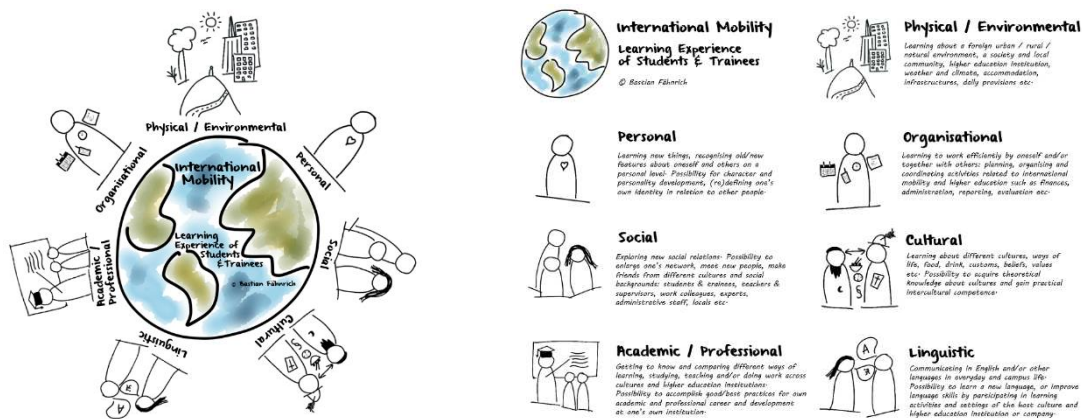
- <http://www.studyinfinland.fi>

Finnish Language:

- <http://oppiminen.yle.fi/easyfinnish>

- <http://www.yle.fi/selko>

If you wish, you could also check different components of a good learning experience of staying abroad for studies/traineeships at <http://u.oamk.fi/studentexperience> and <https://prezi.com/ermgmu8ogykr/international-mobility-learning-experience-of-students-trainees/>

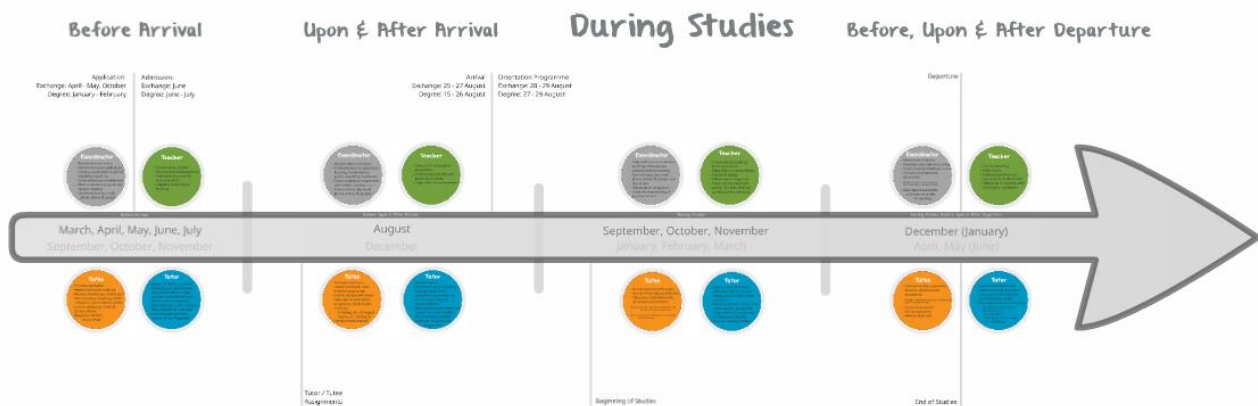


This is also a good resource from The University of the Pacific - "What's up with Culture? Online Cultural Training Resource for Study Abroad" - to prepare yourself: <http://www2.pacific.edu/sis/culture/>

Arrival Time & Peer Tutor

We strongly recommend to arrive to Oulu during 4 and 6 January 2016 between 8.00 and 22.00. Arriving outside of the aforementioned times is not recommended, as we'd like to welcome you to our mandatory orientation days on 7 and 8 January, and organise peer tutoring for you, which will include your pick up and transfer to the Otokylä dormitory during the recommended arrival times. **Once you have made your travel arrangements**, let us know your **arrival date, time and place (at the latest on 12 December)** by filling in the form at <http://goo.gl/forms/Yd35S9eqny>.

In order to help you preparing your trip and making your arrival and stay pleasant, Oulu UAS' International Services (together with the Student Union OSAKO) shall be organising **international peer tutoring** for you. We will assign a peer tutor to you with whom you may carry out different activities before and during your exchange at Oulu UAS, see <http://u.oamk.fi/internationaltutoringactivities> and <http://u.oamk.fi/internationaltutoringprocess>.



Your peer tutor is a degree student of Oulu UAS who will contact you before the exchange and stay in touch with you during the exchange, serving as a guide to the local student life in Oulu. He/She will be ready to pick you up during the recommended arrival time from the Oulu Airport/Bus/Train Station, and will accompany you to the Otokylä dormitory. Please note that sometimes our peer tutors return late for the beginning of the academic term, and thus we cannot necessarily guarantee the pick up service upon arrival in all cases. In any case, we shall make every effort to help you with the transfer and check in to the Otokylä dormitory upon your arrival.

Please note that our pick up service depends also on the means of transportation available to you and your peer tutor, see <http://u.oamk.fi/maps> and <http://u.oamk.fi/travel>. When making travel preparations, kindly take into consideration that we/your peer tutor may need to ask you to take a taxi to the Otokylä dormitory, but he/she should then be there at the location with your key to welcome you and help finding your room. Please note that the pick up service applies only to your arrival to Oulu (not to the departure from Oulu), and that you have to cover your own travelling expenses in all cases. If you choose to come at a time other than the recommended times, you are advised to be ready to possibly stay at a hotel/hostel for the first night, and then transfer and check in to Otokylä on the next day. Your peer tutor will help you and he/she may also make other arrangements with you.

I will send you the contact information (e-mail and mobile phone number) of your peer tutor in a separate assignment message at the latest in the middle of December. Once you have received the assignment message, immediately contact your peer tutor by e-mail and phone, and provide him/her with your mobile phone number and other relevant contact information. We're using a facebook group for all exchange students and peer tutors of Oulu UAS – feel free to join it at <https://www.facebook.com/groups/oulu.uas.exchange.students.spring.2016>. In case of changes in your travel arrangements, swiftly inform your peer tutor and me about it by phone and e-mail.

Studies at Oulu UAS

Your studies have been / are being planned according to your Learning Agreement. In case you have questions about studies, please contact the International Services of the Kotkantie Campus, see the contact information on the front page. Karoliina Niemelä is working as International Academic Coordinator in media/LABs, Patty Toledo as Game LAB Master. I am working as International Administrative Coordinator, see <http://u.oamk.fi/contactsmediaandarts>.

The **spring term** in 2016 will last **7 January until 17 June 2016**. Please make your travel arrangements according to this schedule, arriving to Oulu preferably between 4 and 6 January 2016. If you are arriving earlier, we cannot guarantee tutoring services and transfer to your place of accommodation.

Please note that **Game LAB** will take place in the facilities downtown Oulu, Torikatu 21, <http://www.oulugamelab.net/contact>.

Game LAB will start according to the teacher's and exchange programme's timetable. The timetable will be available at the latest in the beginning of January. I or our International Academic Coordinator Game LAB Master will let you know about your schedule and help you in finding out the location of the classrooms or laboratories after your arrival. We shall also arrange an Orientation Day with academic staff in your field of studies on 7 and 8 January, see more below.

Please note that Oulu UAS applies the European Credit Transfer System (ECTS) for crediting and grading studies, see <http://u.oamk.fi/assessment> See also this document for rules on academic conduct versus cheating and plagiarism: <http://u.oamk.fi/academicconduct>. See also <http://u.oamk.fi/learningexperience>.

Learning Agreement & Enrolment in Courses at Oulu UAS

Please make sure that your Learning Agreement has been approved by your home institution and me before you come to pursue studies. The Learning Agreement is a document that lists **all the studies** you're going to pursue at Oulu UAS, and you've pre-filled it via the Exchange Student Application system ([ESA](#)) or by other means. In case you've provided the Learning Agreement via [ESA](#), it has been/will be sent to you and your international coordinator at your educational institution. S/he will sign and stamp it, and you will also have to sign it, and then your coordinator will send it by e-mail or postal mail to us at the International Services of the Kotkantie Campus. We try to avoid timetable conflicts, and the Learning Agreement can be modified at a later point, that is after your arrival, as there may be changes regarding courses and schedules. **If you wish to take part in additional courses, please agree with your international coordinator or academic adviser at your home institution, and inform me and your international academic coordinator at the International Services of the Kotkantie Campus.**

If you have chosen [Y00022E Finnish Survival Course](#) (3 ECTS cr) in your Learning Agreement, you must enrol in the course online via Oulu UAS' website (<http://www.oamk.fi/english> > Current Topics > Finnish Survival Courses in spring 2016). The link for the enrolment and further information about the course will be available in mid-December.

All other course enrolments will be made by our Student Services based on your Learning Agreement. Changes to the Learning Agreement and course enrolment need to be agreed and confirmed beforehand between all relevant parties.

Enrolment to Oulu UAS & Meetings at International Services

All exchange students have to enrol themselves at Oulu UAS and register as an exchange student. The enrolment and registration process in spring 2016 will be continued in the frame of the Orientation Days starting 7 January. In addition, please visit the International Services during the following two weeks after your arrival to complete this process: I will send out Doodle appointment links for a **checkin meeting** during the orientation days to make this process as swift as possible.

During your **checkin meeting** at the International Services I will provide you with further information concerning your exchange period, and help you with the administrative procedure, see our **checklist**, <http://u.oamk.fi/exchangechecklist>

- Enrolment Certificate (requires an Insurance Certificate or Card on your part, see “Insurance Requirements”)

If necessary, we may also modify your study plan respectively Learning Agreement at that stage. But changes need to be agreed and confirmed foremostly with the academic staff at both higher education institutions before taking administrative measures.

If you have questions or comments on your experience during your exchange period, please feel free to approach your fellow tutor student(s), academic coordinator/tutor teacher or me for a **checkup meeting**. We wish to make your stay pleasant and rewarding both academically and personally (see also below, “What makes up a good international mobility experience?”).

When you are ending your studies at Oulu UAS, and before you will leave Oulu again, please come to say goodbye to the International Services for a **checkout meeting**. Before your departure I will also issue two documents that you will need at your home institution, see also <http://u.oamk.fi/exchangechecklist>:

- Certificate of Attendance/Letter of Confirmation
- Transcript of Records.

For students pursuing project works, I will possibly also provide Project Work Certificates issued by your project work supervisor(s).

Orientation Days

The **Orientation Days** for all incoming international exchange students on the part of Oulu UAS and the Kotkantie Campus will take place starting on **7 and 8 January 2016 (Kotkantie Campus, Oulu UAS)**. More information about the programme and further orientation to Oulu UAS, our campus and student life in Oulu will be announced and published separately in December at <http://u.oamk.fi/exchangespring2016orientation>.

Participation in orientation days **is mandatory**, as they are an excellent way to start your exchange and get to know each other. More detailed information about the orientation days and other events will be provided later also by e-mail, facebook group and via the web pages of Oulu UAS (<http://www.oamk.fi/english>).

Student Union OSAKO & KULTTI

The **Student Union** of Oulu UAS, **OSAKO**, and the **Student Association in Media and Performing Arts, KULTTI**, welcome you to join them! As a member you may enjoy a variety of benefits. Besides getting support regarding study affairs, membership also entitles you to a student card.

With the student card you get considerable discounts, for example, on train and bus tickets, shops, and entrance fees to cultural events and trips arranged by OSAKO and KULTTI. The membership fee for one academic term is 15 EUR and for the entire academic year 25 EUR. The student card costs 6 EUR when joining the student union for the first time.

You are recommended to apply for membership (blue student card) immediately upon your arrival to Oulu, as it takes approx. two weeks to deliver the student card to the student shop in the premises of the Kotkantie Campus. The application can be done through the website of OSAKO. Your peer tutor, KULTTI representatives or staff of OSAKO will help you with the electronic application, if needed. All you need is a passport-type photo as a picture file (jpg).

More information about the student union, benefits and application: <http://u.oamk.fi/osako>
<http://www.osakoweb.fi> and <http://www.osakoweb.fi/english/studentcard/ordering.php>

Maps & Directions

<http://u.oamk.fi/maps>

N.B.! Information is directive and subject to change and has been checked last time in April 2015!