LAMK Lahden ammattikorkeakoulu
Lahti University of Applied Sciences

Incoming exchange students for academic year 2018-2019
Application procedure step by step

Lahti UAS uses Mobility-Online system for incoming exchange student applications.

STEP 1
Use the link on our web pages 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. Double check that you have correct email and date of birth in the application. 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" and complete your address information.

STEP 3
Upload the required application documents in the online system:
- Transcript of records in English (certificate of the courses you have completed)
- Curriculum Vitae in English
- Learning Agreement (signed by your International Coordinator)
- Students outside of EU, copy of your passport info page
- Passport-size photo (max. 500 Pixel x 500 Pixel)

Additional document to be sent by post:
Institute of Design: If you are applying to study Graphic Design a printed portfolio is required to be posted to us before the application deadline. For all other Departments please send a digital portfolio. Attach your portfolio as PDF-file to your application in Mobility Online.

Please note that all the documents are obligatory - including the portfolio - 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. Upload the signed application form also to Mobility Online Programme by the deadline.

STEP 5
After Lahti UAS has received your signed application and required documents, your application will be processed at Lahti UAS. Wait for the acceptance email from Lahti UAS *(Confirmation of Acceptance)*. Please note that without the specific email of acceptance one should consider the application to be in process or refused. Once you have received the acceptance you will be sent be sent more information on how to apply for accommodation.

Online Application Helpdesk
studentexchange[@]lamk.fi