APPLICATION INFO
FOR STUDENT EXCHANGE
AUTUMN 2026/SPRING 2027

STUDY ABROAD
STUDENT EXCHANGE

LUT University

LAB University of Applied Sciences

Application periods

📍 Student exchange (and placements abroad via LAB partner institution):

- Autumn 2026/Spring 2027 (also Double Degree)→ main application period **19.1.-29.1.2026**
- Spring 2027 (places that are still available) → 20.4.-4.5.2026 (supplementary application period)
- Thinking about exchange in spring 2027 but not sure yet? →Better to apply in supplementary application
- Note! No application periods during the autumn semester anymore!

📍 *Self-obtained placements abroad (grant application)*
- *you look for placement/internship yourself*
- *No specific application period - you can apply for the grant once placement is confirmed*
- *Instructions in eLAB (Completing studies → Internationalization and student exchange → Placement abroad)*

Small Exchange Dictionary

- **Mobility-Online System** = exchange / mobility application system used at LAB
- **Home Institution/ Sending Institution** = LAB University of Applied Sciences
- **Host Institution/ Receiving Institution**
  - = the school where you are going to study abroad
- **Student exchange contact person at LAB**
  - = Miia Tuominen (email outgoing@lab.fi)
- **Responsible person** in home/sending institution
  - = your LAB Departmental Coordinator (informed later in the slides)
- **LA – Learning Agreement** = study agreement and credit transfer plan between you, LAB and host institution
- **ECTS**= European Credit Transfer System, 1 ECTS = 1 LAB credit/opintopiste
- **Grant:** Special funding for your exchange period
- **Grant programme**: Erasmus+/Nordplus/Bilateral/ Swiss mobility
- **Nomination**: informing the selected students to the host institution (done by Miia)

PREPARATIONS BEFORE APPLYING

Am I allowed to apply?
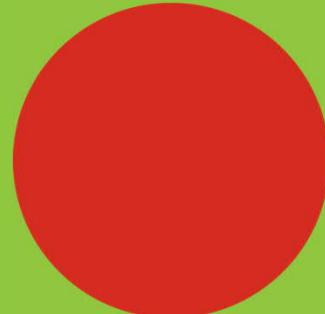
Selection Criteria

1. Minimum of one (1) year of studies completed before the student exchange (some degree programmes require 2-4 semesters before student exchange - please check the minimum requirement of your degree programme)

2. Success and progress in studies at LAB (around 60 ECTS / year).

3. Suitability of the exchange period to the student's curriculum at LAB. Exchange period needs to fit in to the normal studying time. It cannot take place during the last semester of studies.

4. Suitability of the host institution courses to the student's curriculum at LAB.

5. Sufficient knowledge to study in language of instruction based on transcript and other documents. Tested if needed.

6. Study and career related goals and motivations specified in the application.

7. Exchange takes place in a destination that genuinely supports student's internationalization (not for example in the country of residence or home country).

8. Department's approval

9. If needed, an interview.

Note! If you have problems in your life here in Finland, exchange is not a way to escape your problems → problems tend to grow and became larger in new environment!

Inclusion and accessibility

- Contact us if you have any questions related to inclusion and accessibility -> we want to make the exchange possible for everyone!

- We can work together in advance to find the most suitable destination in your case

- Additional grants might be available – more information in eLAB!

- You can explore the accessibility and inclusiveness of exchange destinations on the inclusivemobility.eu - page (Note! lists almost all European higher education institutions, so first check the potential destinations for you in our Exchange Possibilities portal)

How do I start? 1/2

1. **Discuss** your plans and timing for the exchange with your tutor teacher/departmental coordinator. One semester duration recommended.

2. **Choose** where you want to go, for this:
   - Check your study field's options from the **Exchange Possibilities portal** at eLAB pages
     - ➢ Completing studies➔ Internationalisation and student exchange➔ Exchange studies ➔ Choosing your Destination
     - ➢ Opintojen suorittaminen ➔ Kansainvälistyminen ja opiskelijavaihto ➔ Vaihto-opiskelu ➔ Vaihtokohteen valinta

   - Check out the previous exchange reports – also found in the portal

   - Contact exchange students and expert students for more detailed info if possible!

How do I start? 2/2

- Host institution webpages: more detailed and up-to-date info
  - Do not start the host institution application process yet nor contact them without our permission!
- Pay attention:
  - Language (**Spain**, Italy, France, Kyoto etc)
  - **Your budget** (USA etc)
  - Course offering (available courses you have not done at LAB)
  - Semester timings in different countries (e.g. Germany, some Asian countries, some South American countries)
  - Housing situation (for example in Netherlands)
- Select 3 options for your application in preferred order (Electrical and Automation Engineering students: choose the 3rd one from the Mechanical Engineering's options)

3. **Complete the internal application to LAB** carefully

Exchange possibilities portal in eLAB

- Check your study field options for exchange → Give the next Academic year (2026-2027) and your Study field.

- Pay attention to the teaching language and further info on the "Comment" field of the partner data → Screenshots following

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All · Partner institutions · Agreements · Reports

LAB Mobility-Online Portal instructions

To check the available exchange destinations:
Please first click "Agreements" on upper left corner. Then select the upcoming **academic year** and your **study field** to get listing of your exchange possibilities.
At the bottom of the page, you'll find the results of your search. You can also check the results from the map.

To check the exchange reports:
Please first click "Reports" on upper left corner. Then select the wanted criteria, e.g. the "old" study fields with numbers in the beginning or by the country etc. It is advisable N
At the bottom of the page, you'll find the available reports (starting from 2020-2021).

— Preselection

Academic year
2023/2024

Study level
Bachelor · Master · Doctoral studies

Program
<-- Select all -->

Study field
Graphic design

Country
<-- Select all -->

Type of application
Incoming · Outgoing · Both

Type of person
Students · Teacher · Both

Keyword   Start search

Exchange possibilities portal in eLAB

1. Click on the "Agreements" icon to get more information

2. Click on the i-icon

Exchange possibilities portal in eLAB

Contact data of the home institution

Home country	**Finland**
Institution	**LAB University of Applied Sciences**

- Pay attention to the **Comment** field!
- **Reports (= Questionnaires)** of previous LAB students available.
- **Fact sheets** often available – important information for exchange students!

Bilateral Agreement data

Type of person	**Student**
Type of application	**Outgoing**
Name of program	**Erasmus+ studies (SMS)**
Erasmus code	**PL WARSZAW10**
Subject code	**0210 - Arts, not further defined**
Study field	**• Graphic Design** **• Industrial design** **• Interior architecture and furniture design** **• Fine art** **• Wearable and fashion design**
Total number	**2**
First cycle/Bachelor/Undergraduate/Bachelor	**2**
Second cycle/Master/Postgraduate	**0**
Third cycle/Phd/Doctoral	**0**
Number	**in total: 10,00 Allocated: 0,00 Free: 10,00 Months**
Comment	**Fashion Design programme available only during autumn semester.**

Contact data of the partner institution

Host country	**Poland**
Partner institution	**Academy of Fine Arts in Warsaw**
Current valid homepage	**https://asp.waw.pl/eng/**
Documents	• **Fact sheet**

Questionnaires

Student Exchange Report	**3 questionnaires for Outgoing Student existing**

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Your exact study field not found in portal/application?

What to do if your own exact study field does not have own exchange destinations?

- Public Health Nursing -> Choose Nursing

- Industrial Mechanical Engineering -> Mechanical engineering

- Sustainable Solutions Engineering -> Energy and environmental engineering

- Industrial Information Technology -> ICT

- Sustainable Construction Technology -> Civil and construction engineering

- Kestävä kaupunkisuunnittelu -> Civil and construction engineering or Energy and environmental engineering

- Ympäristöteknologia ja kiertotalouden ratkaisut ->Energy and environmental engineering

Especially in these cases it is important to discuss with your Departmental Coordinator about the suitable destinations!

Double Degree -Two degrees in the price of one!

Needs to be carefully discussed and planned with your tutor teacher /departmental coordinator!

Double Degree possible for students in:

- ICT
- Mechanical Engineering
- Wood Technology
- International Business (also one Triple Degree possibility)
- Tourism and Hospitality (HOMA) Lappeenranta

One academic year exchange in the partner university → graduation in LAB → after that Degree certificate from the host institution

More information from your faculty and from the Exchange Possibilities portal (Program= Double Degree)

Application period also now! Make sure that you complete Double Degree application, not student exchange application!

Language competence

- It is highly recommended to learn the basics of the spoken language of the host country → it is easier to get along at the campus, everyday life and to integrate with the local people

- Benefit:
  - LAB language courses
  - open university, community college
  - self study highly recommended, mobile apps etc.
  - Erasmus+ students: Online Language Support (OLS)

- Language skills are asked in the application form → language competence is one of the selection criteria

Financing your exchange period

Think your budget already and choose affordable exchange options

- You'll get grant from LAB (=apuraha): current grant amounts informed in eLAB
  - Note! Bigger grants available usually to **European** destinations within Erasmus programme
- Student Financial Aid (=opintotuki) from KELA, if eligible
- Grants from communities, foundations or corporations (for example Otsakorpi foundation for Finnish Lappeenranta students)
  - Search and apply independently
- Special needs grant available within Erasmus+/Nordplus for student with health related special needs / disability (that causes extra costs for student during exchange). More information in: https://elab.lab.fi/en/additional-grants
- In Erasmus+: additional support e.g. for students with "fewer opportunities"= student has **underaged children (under 18 years)**, health obstacles, migrant background or work as caregiver (=omaishoitaja). More information in: https://elab.lab.fi/en/additional-grants .
- **Your own savings**
- Note that you might need document of sufficient funds later on for **visa application** (if visa is required) or for the **host institution** (for example host institutions in USA).

EXCHANGE APPLICATION PROCESS

Student Exchange process

1. **Application to the home institution (LAB) by 29.1.2026**
   → wait for the internal acceptance – via email by mid March

2. **Mandatory Go Abroad Kick Off I via Zoom**
   In late March OR September depending on your exchange period timing. Invitations will be sent later.

3. **Application to the host institution**
   → official acceptance

4. **Mandatory Go Abroad Kick Off II via Zoom**
   In late April or November depending on your exchange period timing. Invitations will be sent later.

5. **Your exchange period**

6. **Returning back home** – documents and report

7. **Participation in marketing** in different events, fairs as an expert student

All arrangements are in your own responsibility!

Guidance and info available at the Kick Off events and from Student Exchange Coordinator

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Application to home institution (LAB)

- You'll find the instructions for exchange process in eLAB
- Select three options for the application (In Double Degree just one is enough) / check available places in portal!
- Online application (LAB Mobility-Online system) link available at eLAB **during the application period**– after sending the application form, follow instructions received via email
- Finish all application steps by the deadline 29.1. (no changes after submitting the application!)
- Only one application / application round

Internal acceptance
- Faculty Departmental coordinators together with the International Mobility Services will make the selections according to the selection criteria
- *If needed – invitations for interviews*
- Acceptances will be made by mid March

→ **After acceptance (and nomination) you can apply to the host institution you have been accepted to! Read carefully the acceptance email! Do not contact the host institution before this!**

This is official application process that you need to commit to! Inform me immediately if you need to cancel (only for valid reason) etc.

Mobility-Online Application Form 1/2

- Select the correct application form (Student exchange or Double Degree application)

- Answer to the questions with thorough replies

- If you are applying to destination that provides several minors/programmes, specify the minor/program that you would choose. In case you want to complete placement in host institution (Health and Social Welfare Unit- students), specify what kind of placement, how many ECTS etc.

- Relevant language skills are asked in the online application – be honest!

- Inform if you have been in Erasmus exchange before

- ?-icon provides further help text

- You need to fill out the application form from up to bottom

Note that it is an official application form!

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Mobility-Online Application Form 2/2

Departmental coordinator (DC) is asked in the online form:

Business and Hospitality Management

- Heli Korpinen (Business and Tourism and Hospitality Management / Lappeenranta)
- Jonathan Bradshaw (Business and Tourism and Hospitality Management / Lahti)

Technology

- Tuomo Liimatainen (Mechanical Engineering, Finnish programmes)
- Tapani Heikkilä (Mechanical Engineering, English programmes)
- Mikko Ruotsalainen (Electrical and Automation Engineering)
- Ilkka Tarvainen (Wood Technology)
- Olli Koskimaa (ICT)
- Heli Viik (Environmental Engineering, Sustainable Solutions Engineering)
- Heikki Vehmas (Civil and Construction Engineering)

Institute of Design

- Heikki Saros (Lahti and Lappeenranta)

Health Care and Social Services

- Tuula Hämäläinen (Physiotherapy, Lappeenranta
- Juha Haavisto (Physiotherapy, Lahti)
- Katja Kylliäinen (Nursing, Lappeenranta
- Heidi Häll (Nursing, Lahti)
- Mia Ikonen (Social Services, Lappeenranta
- Aki Kaskinen (Social Services, Lahti)

Mobility-Online application

Note! After sending the online application form the application process still continues:

Follow the instructions that you receive by email – carefully!

Documents that need to be uploaded
1. Photograph of your face (does not need to be an official one), max. 500 x 500 pxl.
2. CV (in English)
3. Transcript of records (opintosuoritusote), your own printed version from Peppi (Atomi) is enough.
→ Submit your application via workflow link "Submit application"
   → You confirm that the application is complete and all information is correct and up-to-date
   → You cannot edit your application after this is done!
   → Needs to be completed latest on 29.1.

Mobility-Online workflow view after sending the online form

Applicant details

Last name	Field of study
Testi-Tuominen	Tourism and hospitality management - 1010
First name	Country of the receiving institution (1. choice)
Testi-Miia	Lithuania
Date of birth (dd.mm.yyyy)	Receiving institution (1. choice)
22.11.1990	KAUNAS08 - Kauno Kolegija
Country of the sending institution	Stay from (1. choice)
Finland	01.08.2026
Sending institution	Stay to (1. choice)
LAB - LAB University of Applied Sciences	31.12.2026

Application workflow

Registration and Application

✓	Online-Application	13.01.2026	Display/Edit Application Data
✓	Online-Registration	13.01.2026	
✓	Contact and banking information completed		Complete contact and banking data
✓	Passport-sized photo of yourself uploaded		Upload photo of you
✓	Upload CV		Upload CV
✓	Upload Transcript of Records		Upload Transcript of Records
✓	Internal exchange application submitted		

All these steps (also "submit application") need to be completed latest 29.1.!

LAB Mobility-Online System

- Once you have submitted your online application form (link available at eLAB during the application period), you can enter the system /your application:
  - via direct link received by email
  - link available from eLAB (Note not make new application!)

- Log in to your application by using HAKA (click HAKA logo and enter your LAB ID), no separate user name for LAB Mobility-Online

- If password problems, you need to follow IT instructions for LAB ID password change

- Problems with Mobility-Online system? Contact only outgoing@lab.fi and specify your problem carefully, add screenshots if possible

- **Host institution might use Mobility-Online aswell, but your information does not transfer.** Both processes are separate and need to be completed.

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Application to the host institution

From here we will continue at the Go Abroad Kick Off part I:

Autumn 2026 exchanges: late March

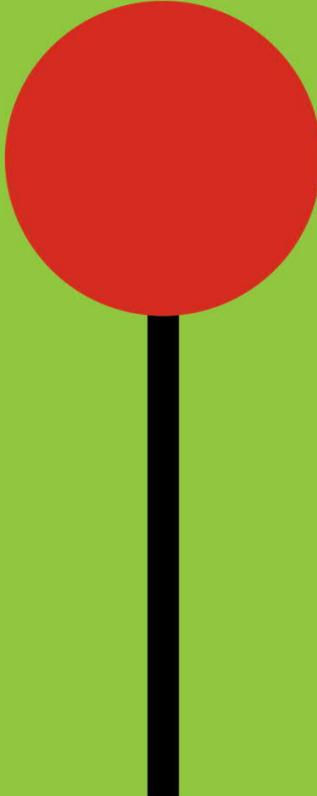Spring 2027 exchanges: early September

Agenda:

✓application to the host institution

✓making your study plan = Learning agreement

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THINGS TO NOTE

Note! (1/2)

- Make sure that you have valid email address that you are using **actively** in Mobility-Online system (check SPAM folders also actively!)

- If you are filling out the online application form together with your friend, make sure you have logged in to computer/in the systems only via your own LAB ID and delete all browsing history (internet options) before starting the application form (this way your HAKA identification won't be mixed)

- Exchange programmes have some own requirements – e.g. Erasmus studies/placement possible for max 12 months / degree level

- Check that you have valid passport and it will be valid for the whole exchange period (and possible extra time if visa needed). **Passport number needed in some host institution application form** (e.g. South Korea) so check already the validity of your passport!

- Green Travel is supported, learn more and get tips from Sustainability on exchange period

- Once exchange has been accepted at LAB, no cancellations!

Note! (2/2)

Design and Fine Arts students:

- Portfolio is usually needed to the host institution application. Start preparing your portfolio and get your tutor teacher's approval for it before applying to the host institution (portfolio is **not** needed for the LAB internal application yet). **Note that rejection from the host institution is possible – realize the importance of the quality of your portfolio!**
- Application is sent to only one host institution at a time. If you'll get rejected please contact me immediately – I can check if there still are some options available.

Social and Health Care students:

- if completing only placement **via partner school**: make student exchange application normally, grant= student exchange grant. Note that placement options will be confirmed later on in the process (they vary from year to year). Partner institutions might not offer exactly the placements you wish for. Join the Moodle course for your faculty's students to get more info!

Master students: exchange possibility needs to be checked/confirmed individually from the host institution. Late confirmation possible, be prepared for sudden changes.

Questions later?

Pop-up meeting times during the application period

-Lahti campus (Study Abroad lounge, 2nd floor, next to D237)
- •Wednesday 21.1. at 10:00–13:30
- •Wednesday 28.1. at 10:00–13:30

-Lappeenranta campus (New Study Abroad Lounge, between LUT main entrance and gym, 1st floor)
- •Monday 19.1. at 10:00–13:30
- •Tuesday 27.1. at 10:00–13:30

-Online question hours (no presentation)
- •Thursdays 22.1. and 29.1. at 15-16:30 (https://lut.zoom.us/j/69119724613)

Frequently asked questions available in eLAB!

(After the application period: meetings by booking in advance, check instructions from eLAB)

Miia Tuominen
outgoing@lab.fi

044 708 0748

Info and contacts:
Kick Off events
eLAB
Email
Phone
Appointment

@labstudyabroad on instagram

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SAVE THE DATE!

STUDY ABROAD FAIR 10.2.2026 at 11-13

LAHTI CAMPUS, EVENT ARENA

AROUND 20 PARTNER INSTITUTIONS ALL OVER THE WORLD
PRESENTING THEIR STUDY EXCHANGE OPTIONS

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Before we end, let's look at eLAB!