

# JOO APPLICATION FORM

## FOR FLEXIBLE STUDY RIGHTS

Each form can be used to apply for study rights in courses organised by only one faculty/department in one university.

### 1. PERSONAL DATA ON APPLICANT (for student to fill in)

NB! Items marked with an asterisk (\*) are required information.

<b>Date of birth</b>	Date of birth (day xx, month xx, year xxxx)* _____ . _____ . _____	Final part of personal identification number* (required for Finnish students)
<b>Surname and given names</b>	Surname *	First names *
<b>Address</b>	Street address *	
	Postal code *	City/municipality *
<b>Phone number</b>	Mobile phone	Home phone
<b>E-mail</b>		
<b>Sex *</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Domicile *</b>	Domicile *	
<b>Native country *</b>	<input type="checkbox"/> Finland <input type="checkbox"/> Other, which: _____	
<b>Nationality *</b>	<input type="checkbox"/> Finnish <input type="checkbox"/> Other, which: _____	
<b>Native language *</b>	<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> Other, which: _____	
<b>Language/languages of study (if others besides native language)</b>		

### 2. EDUCATIONAL BACKGROUND OF APPLICANT (for student to fill in)

<b>Home university *</b>		
<b>Student registration number*</b>		
<b>Faculty/Department and Study programme/Major subject</b>	Faculty/Department *	Study programme/Major subject (or equivalent) *
<b>Degree in which courses applied for are intended to be included</b>	Degree *	
	Start date of degree studies *	Estimated date of completion of degree studies *
<b>Completed studies</b>	Number of study credits completed by the time of application (study weeks/ECTS) *	Number of study credits completed in major subject (or corresponding) by the time of application(study weeks/ECTS) *
<b>Earlier JOO studies</b>	Have you been granted JOO study rights before * <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Start and end periods and receiving universities of earlier JOO studies	
<b>Additional information related to educational background</b>		

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### 3. JOO STUDIES APPLIED FOR (for student to fill in)

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<b>Receiving university /unit *</b>				
<b>Faculty/Department *</b>				
<b>JOO studies applied for *</b>	<input type="checkbox"/> <b>Study programme</b> Subject _____ Study programme _____ and extent (credits) _____ Specify in the table below the study modules/courses, their extent in credits awarded, and time of completion.			
	<input type="checkbox"/> <b>Courses / study modules</b> Indicate in the table below the courses applied for, their extent in credits awarded, and time of completion.			
<b>Study modules/courses included in study programme</b>  or  <b>Separate study modules/courses</b>	Name of study module *	Study module code	Extent of study module (study weeks/ECTS)*	Term/semester in which you plan to complete the studies *
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
<b>The studies applied for will be included in degree studies for *</b>	<input type="checkbox"/> Major subject <input type="checkbox"/> Optional studies <input type="checkbox"/> Minor subject <input type="checkbox"/> Elective or other studies			
<b>Grounds for applying for these study rights *</b>				
<b>Signature of the applicant</b>	Date and place *		Signature and clarification of signature *	

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**4. STATEMENT ON ACCEPTANCE FROM HOME UNIVERSITY (to be filled in by sending university)**

<p><b>Statement</b></p> <p>The student may include the accepted studies in a degree to be completed at the student's home university, while the home university undertakes to pay for the studies completed by the student in accordance with the valid JOO agreement.</p>	<input type="checkbox"/> We endorse the granting of study rights for the period _____	
	<input type="checkbox"/> The application is endorsed with the following changes:	
<input type="checkbox"/> The application is not endorsed		
<p><b>Study transcript</b></p> <p><b>Grounds for declining the application or parts of it</b></p>	<input type="checkbox"/> Study transcript attached	
<p><b>Signature of the decision maker/processing official</b></p> <p><b>Stamp of the home university</b></p>	<p>Date, signature and clarification of signature</p> <p>Stamp of the home university</p>	
<b>Processing official</b>	Name	Position
	Phone number	E-mail

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### 5. DECISION BY THE RECEIVING UNIVERSITY ON GRANTING STUDY RIGHTS (to be filled in by the receiving university)

<b>Decision</b>	<input type="checkbox"/> Study rights are granted for the period _____	
	<input type="checkbox"/> Study rights are granted with the following modifications:	
	<input type="checkbox"/> Study rights are not granted	
<b>Grounds for declining the application or parts of it</b>		
<b>Invoicing</b>	<input type="checkbox"/> The granted study rights are not included within the JOO reimbursement system. Indicate the reason for not sending an invoice.	
<b>Signature of decision maker(s) /processing official</b>  <b>Stamp of the receiving university</b>	Date, signature and clarification of signature	
	Stamp of the receiving university	
<b>Processing official</b>	Name	Position
	Phone number	E-mail