

# JOO APPLICATION FORM

## INSTRUCTIONS FOR STUDENTS FILLING IN THE FORM

### 1. PERSONAL DATA ON APPLICANT

**Date of birth and personal identification number:**

- Date of birth (required information): Enter your date of birth by day, month and year (e.g., 05.04.1970)
- Final part of personal identification number (required for Finnish citizens, e.g., -198V)

**Address:** (required information)

Enter the address at which you can be reached during the term/semester. The decision concerning your study rights will be sent to this address.

**Phone number:**

Enter the phone number at which you can best be reached between 8 am and 4 pm.

**E-mail:**

If read your e-mail regularly, enter the e-mail address at which you are best reached in issues pertaining to you studies (e.g., a request for additional information for you application).

### 2. EDUCATIONAL BACKGROUND OF APPLICANT

**Home university:** (required information)

University, in which you are enrolled as a Bachelor's, Master's or post-graduate degree student.

**Student registration number/code:** (required information)

Enter the student registration number/code used in your home university.

**Faculty/Department and Study programme/Major subject**

- Faculty/department (required information): enter the faculty or department, in which you are enrolled as a degree student.
- Study programme/major subject (or equivalent) (required information): Enter the study programme or major subject of your degree.

**Degree in which the courses applied for are intended to be included:**

- University degree in which you plan to include the JOO studies applied for (required information)
- Level of degree (required information)

**Indicate the degree level for which you are studying:**

- **First university degree:** Bachelor's degree, e.g., BA, BSc, BBA (Huk, HK, LuK, KK, KTK, LitK, MMK, Muk, PsK, TaK, TK, TtK, VTK, YTK), BSc in Pharmacy (farmaseutti), Bachelor of Law (oikeusnotaari)
- **Higher university degree:** Master's degree, e.g., MA, MSc, MBA (FM, ETM, HM, KM, KTM, LitM, MuM, PsM, MMM, TM, TaM, TtM, VTM, YTM), Master of Laws (oikeustieteen kandidaatti), Licentiate in Medicine, MSc in Pharmacy, Architect, Officer's degree, MSc (Technology)
- **Post-graduate degree:** Licentiate (e.g., FL, HL, KL, KTL, LitL, MML, MuL, OTL, PsL, TL, TtL, YTL) and Doctoral degrees (e.g., FT, HT, KT; KTT, LitT, MuT, OTT, PsT, TaT, TtT, VTT; YTT), Specialist's degrees in medicine.

**Start date of degree studies:** (required information)

Enter the year in which your enrolment was accepted for the degree studies in which you plan to include the flexible study rights studies applied for.

**Estimated date of completion of degree studies:** (required information)

Indicate the year in which you will obtain your degree according to your study plan.

**Completed studies:**

- Number of degree study credits completed by the time of application (required information): indicate the number of study weeks or ECTS that are recorded in your study transcript.
- Number of major degree study credits completed by the time of application (required information): indicate the number of study weeks or ECTS completed in your major subject, study programme or equivalent that are recorded in your study transcript.

**Earlier JOO studies:**

- Completion dates and receiving universities of earlier flexible (JOO) studies that have been granted to you (required information if flexible JOO studies have been granted): indicate the completion date as the academic year or date of completion and the name of the receiving university. If the study rights are still valid, indicate the granted / completed studies (study weeks/ECTS).

### 3. JOO STUDY RIGHTS APPLIED FOR

**Receiving university/unit:** (required information)

Receiving university: university providing the courses for which you are applying.  
When relevant, indicate also the unit providing the courses in the receiving university, e.g., the Pori University Unit of the Turku School of Economics and Business Administration, The Vaasa Unit of the Swedish School of Economics and Business Administration, The Rauma Unit of the Department of Teacher Education In Turku, the Savonlinna Unit of the University of Joensuu.

**Faculty/Department:** (required information)

The faculty/department providing the courses for which you are applying. The information can be found in the study guide of the receiving university.

**The JOO studies applied for:** (required information)

- If you are applying for enrolment in a study programme, indicate the subject and the name of the module and its extent in credits awarded. Specify in the table below the study modules/courses in the study programme, their extent in credits awarded, and the time when you intend to complete them.
- If you are applying for enrolment in individual study modules/courses. Specify in the table the courses applied for, their extent in credits awarded, and the time when you intend to complete them.

**Grounds for applying for study rights:** (required information)

Write down your grounds for applying for these study rights, e.g., on the basis of your study plan. If you are applying for an extension period for study rights already granted, explain why your studies have not proceeded according to plan.

**Remember to sign your application!**