APPLYING TO
LUT MASTER'S PROGRAMMES 2014

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Lappeenranta University of Technology

Instructions for Applying
Double Degree Students from Partner Universities in Russia

WHAT TO DO BEFORE THE APPLICATION PERIOD of

December 2, 2013 – March 12, 2014

Choosing the LUT Master's Programme/s

- **Start the application process by choosing the LUT Master's Programme/s that you want to apply to**
  - More information about the programmes: www.lut.fi/masters.

- **You can apply to two different LUT Master's Programmes/Majors within the Faculties/Programmes that your home university has a partnership with LUT**
  - A list for the partner universities for each LUT Master's Programme can be found at the LUT website for "Apply to LUT – Double Degree Studies".

Visiting the LUT Website for Eligibility, Requirements and Instructions

- **Carefully go through the web sites for eligibility, requirements and instructions**
  - lut.fi → Admissions → Apply to LUT → Master's Studies
  - Information given programme by programme

- **NOTE: The application procedure at the LUT web sites is for applicants in general**
- → **Applicants from the partner universities are following a different application process given in this presentation**

Taking a Language Test

- **IMPORTANT! TAKE A LANGUAGE TEST IN ENGLISH AS SOON AS POSSIBLE!**
  - A language test is required for every LUT Master's Programme
  - *List for the language tests organized in Russia and at LUT in Lappeenranta at the end of this presentation*

- **Book the language test as soon as possible**
  - Only a limited number of tests and test days offered
  - Getting the results usually takes several weeks

- **Your language test result has to reach LUT Admissions Services by March 12, 2014**

- **A language certificate provided by your home university is not accepted**

Taking a Language Test
Minimum Scores

- **LUT Master's Programmes, <u>other than</u> the Master's Programme in Computational Science and Physics**
  - Academic TOEFL 80 iBT or 550 PBT
  - Academic IELTS 6.0
  - PTE Academic 54
  - CAE or CPE level A, B or C

- **LUT Master's Programme in Computational Science and Physics**
  - Academic TOEFL 65 iBT or 500 PBT
  - Academic IELTS 5.0
  - PTE Academic 46
  - CAE or CPE level A, B or C

Taking a Language Test
Validity of a Language Test

- **Language test result has to be valid throughout the whole application period**
  - until the DL of March 12, 2014

- **TOEFL, IELTS and PTE Academic**
  - Two years from taking the test
- **CAE and CPE**
  - Must have been completed in 2005 or later
  - Results are valid indefinitely

Taking a Language Test
Submitting the Test Results

- Enclose a copy of your test result to your application
  or mail it separately to LUT Admissions Services

- The test result has to reach LUT Admissions Services
  by March 12, 2014

- LUT Admissions Services will verify the language test score
  from the test organizer

Authentication for Educational Documents

- **Pay special attention to the document authentication and the translations regarding to your educational documents**
    - Degree Certificates/Diplomas
    - Transcripts/Grade Reports
- **Each copy of the documents must be officially certified by the awarding institution or a Notary Public**
    - Every page of each document must bear an original stamp/seal and signature of the certifying officer
    - Regular copies of certified copies will not be accepted
- *WHEN APPLYING AS A DOUBLE DEGREE STUDENT: Authentication with AN APOSTILLE by the Authorised Body of Education of the Russian Federation IS NOT REQUIRED!*
    - When applying as a Non-Double Degree student, authentication with an apostille is required

Translations for Educational Documents

- **All translations must be done by an official translator or by an authorized official of the institution that has issued the original document**
    - Each page of an official translation must bear the translator's stamp and/or signature

- **Official translations must be exact translations of the original documents**

- **Translations done by you yourself are not accepted**

- **You must also send an officially certified copy of the translated document in its original language**

THE APPLICATION PROCESS

December 2, 2013 – March 12, 2014

How to Apply?
When Listed as DD Applicant

- **A contact person for the LUT Double Degree Programme/s in your home university will provide LUT Admissions Services with a list of students applying to the programmes**
    - Students & programmes/majors they are applying to
- **LUT Admissions Services will send you a link for the application form/s**
    - One application form for each programme/major

- **Fill in the application form**
- **Print out and sign your application form**
- **Enclose all the documents required by the programme/s**
    - Listed on the application form
- **Mark down your name and the programme for every document and the envelope**

    The application form and the enclosures will not be returned to the applicant after processing.

How to Apply?
When Not Listed as DD Applicant

- **NOTE: If not listed as a Double Degree applicant
  by your home university**

  - You will be able to apply to LUT Master's Programmes
    via application system FuniMa by University Admissions Finland (UAF)
    - You can create a FuniMa account from November 1, 2013 onwards
      - The link will be available at the LUT websites for "Apply to LUT > Master's Studies"
        at www.lut.fi/masters

How to Apply?

- **Send your application together with all the required enclosures by mail* to:**
  - *Lappeenranta University of Technology*
    Admissions Services
    Skinnarilankatu 34
    FI-53850 Lappeenranta
    FINLAND
  - ****Applicants in St. Petersburg are recommended to***
    - *A. Bring their applications to the LUT staff member located at "Suomi-talo" in St. Petersburg,* http://www.suomi-talo.fi/index.php?page=glavnaya
      - *Ms Katja Lahikainen,* Katja.Lahikainen@lut.fi *– please send Ms Lahikainen an e-mail to make an appointment*
    - *B. Use the Courier Service HH-Kuriiri* http://www.hh-kuriiri.fi/eng/index.htm *by leaving the application documents in an envelope to Suomi-talo Reception on weekdays at 9-18*

  - ***Applicants in other cities in Russia are recommended to*** *send their applications by using a courier service*

- **Your application including all the attachments must reach
  LUT Admissions Services by March 12, 2014**

AFTER YOUR APPLICATION HAS REACHED LUT

Verifying the Eligibility

- **LUT Admissions Services will first verify your eligibility and language skills**
  - Only when the language requirements are met with the required ones, LUT Admissions Services will process your educational certificates including an evaluation of your credentials

- **LUT Admissions Services will notify you by e-mail about your documents**
  - Being received
  - Being processed
  - …and send you a request to supplement your application, if necessary
    - You have to be able to supplement your application within the application period by March 12, 2014
      - Applications not been attached with the requested documents by the given DL are automatically rejected; this does not justify to an appeal

EVALUATION OF APPLICATIONS & STUDENT SELECTIONS

Evaluations
March & April 2014

- **Applications evaluated by the selection committee of the programme**
    - The final student selections are carried out in the respective faculties

Student Selections
May 2, 2014

- **LUT student selections will be published on May 2, 2014**
    - A list of accepted students will be published at the LUT website
        - Only the names of applicants who have given permission to publish their names
    - Applicants accepted to study at LUT will be mailed an official Letter of Admission and information package (May 2, 2014)
        - Admission Letters will be sent to the contact person in your home university by using a courier service
    - Rejected applicants will be informed by e-mail at the e-mail address given in the application (May 2, 2014)

DEADLINES FOR THE ACCEPTED STUDENTS

Conditionally Accepted Students

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- **Your degree must be completed and an officially certified* copy of the Degree Certificate/Diploma and Transcript of Records/Grade Report together with official translations** to LUT**

- **Documents have to reach LUT Admissions Services by July 16, 2014**

Lappeenranta University of Technology
Admissions Services
Skinnarilankatu 34
FIN-53850 Lappeenranta
Finland

- ** Each and every copy of all the documents required must be officially certified by the awarding institution or a Notary Public - meaning that, every page of each document must bear an original stamp/seal and signature of the certifying officer, e.g. regular copies of certified copies will not be accepted*

- ***All translations of the required documents must be done by official translators or by an authorized official of the institution that has issued the original document. Each page of an official translation must bear the translator's stamp and/or signature*
  - *Official translations must be exact translations of the original documents*
  - *Translations done by you yourself are not accepted*
  - *You also need to include an officially certified copy of the translated document in its original language*

All Accepted Students

− **All accepted students must confirm their study place at LUT by June 6, 2014**

− **An acceptance of a study place requires you to starting your studies in late August/early September 2014**
  − The exact date will be given to the admitted students later on in the Admission Letter

− **It is not possible to enrol as non-attending or to postpone the start of studies**

− **Be prepared to present your original Degree Certificate documents during your first weeks at LUT**

Further Information

When having any questions
regarding to the application
process,
please contact
LUT Admissions Services
at
admission@lut.fi

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Looking Forward to Seeing You as LUT Applicant!

Language tests in Russia

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TOEFL, iBT and PBT

- **Chelyabinsk, Moscow and St. Petersburg, Yekaterinburg:** http://www.ets.org/Media/Tests/TOEFL/tclists/BOTH_r.html

IELTS

- **Chelyabinsk**, http://www.ielts.org/test_centre_search/results.aspx?TestCentreID=51137f4d-d05e-4861-b401-3f2f0312a37c
- **Moscow**, http://www.ielts.org//test_centre_search/results.aspx?TestCentreID=3239ca20-4f71-4014-9c9c-7ed1252daedc
- **Rostov-on-Don**, http://www.ielts.org/test_centre_search/results.aspx?TestCentreID=e62b062a-aee0-460b-98ab-4189c9516e69
- **St. Petersburg**, http://www.ielts.org/test_centre_search/results.aspx?TestCentreID=59c9cb73-f9ed-422e-a80f-22f0ebf87ec2 and http://www.ielts.org/test_centre_search/results.aspx?TestCentreID=f70f9273-daef-49c2-9e86-e1eab0a1dc41
- **Yekaterinburg:**
- http://www.ielts.org/test_centre_search/results.aspx?TestCentreID=7dedad85-6d0e-4b61-a5c6-8b5eabc66aa4

PTE
- **Moscow and St. Petersburg:** http://pearsonpte.com/TestMe/Taking/Pages/TestCentersandFees.aspx

CAE (Cambridge English Advanced) and CPE (Cambridge English Profiency)

- **Chelyabinsk, Moscow, St. Petersburg, Rostov-on-Don, and Yekaterinburg:** http://www.cambridgeenglish.org/find-a-centre/find-an-exam-centre/

IELTS Tests at LUT

- **Two IELTS tests organized at LUT in Lappeenranta**
  - December 14, 2013 (Sat)
    - registering by November 2, 2013
  - February 1, 2014 (Sat)
    - registering by December 18, 2013

- **Test fee EUR 210,00**

- **On-line registration:**
  https://ielts.britishcouncil.org/v-cc48ee12-05dd-4d6c-9abb-bd26ffcc066c

- *Further information regarding to technical questions: ielts@finnbrit.fi*
- *Further information regarding to on-site testing arrangements or general information: anne.makkonen@lut.fi*