



Aalto University
School of Business

BIZ Pre-departure Orientation 2026

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Preparing for the exchange

What happens after being selected to exchange by Aalto BIZ?

Application (Aalto)

- Exchange places were allocated in February

Nomination

- BIZ Student Exchange Services nominates the student to the host university

Application (Host)

- Host university contacts the student by email and sends information about the application process

Acceptance

- Host university sends the acceptance letter to the student

Preparations for departure

- Student prepares for departure by arranging practical matters (flights, housing, insurance etc.) and paperwork to home university (study plans, Erasmus documentation etc.)

Application to the exchange university 1/2

- Check your Aalto email and (also junk email) regularly for application info!
- Application process varies depending on the university
 - a) online application (most common)
 - b) application documents sent by email
- Check the application instructions immediately once you receive them from your host university -> it may take some time to collect all the supporting documents!!
- Take care of the **application process independently** and according to the instructions
- RESPECT the deadlines! Your exchange university has no obligation to make an exception if you miss the deadline or your application is insufficient
- Min. GPA 3 (or higher if required by the exchange university) maintained until accepted by the host university.

Most common application documents

- Transcript of records (Suoritusote) → download from Sisu with electronic verification / OR pick up from Starting point with handwritten signature and stamp if required.
- Photo(s),
- Copy of passport,
- Recommendation letter → ask teacher / professor
- Language certificate*,
- Motivation letter,
- Financial proof → bank statement (student or parent), also exchange scholarship, student financial aid from Kela.
- Certificate of attendance → Certificate of student status from Sisu / or Starting point
- Course selection form
- Proof of insurance → from your own insurance company

Other possible application documents

- Health certifications, for example lung x-ray (especially in Asia)
→ visit private medical clinics.
Vaccinations → YTHS/FSHS
- Apostille (certified the authenticity of a document issued by a Finnish authority or a comparable party for foreign authorities
→ Digital and Population Data Services Agency (Digi-ja Väestötietovirasto)
- Nomination letter → Home university's acceptance /
Scholarship letter
- List of current courses → take a screenshot from Sisu OR
write a document of your current registrations and send it to
us for signature.

Language certificate

- If you need an **English language certificate** for your exchange application, we will write those based on your studies.
- On Bachelor level we can write it only based on completed **Mastering Influence in Business Communication** (previously Business Communication Skills) course.

If you have not completed the English course, be prepared to take the TOEFL/IELTS test.

- On Master level we can write it based on the BSc English course or **your master's programme taught in English.**
- If TOEFL/IELTS requirement is mentioned in host university's application info, don't panic, it is waived from Aalto BIZ students (unless it is mentioned in our internal application like University of Southern California, Sophia University etc.). You can prove your English skills with our certificate.



Letter of acceptance

- Aalto Scholarship / Acceptance letter will be sent to you by email.
You may need it in the application process or when applying for visa.

Works also as a scholarship certificate

- Acceptance letter from exchange university = final approval of your exchange (electronic or sometimes hardcopy)
 - ✓ keep it safe, print it and take it with you when you start your exchange term.
- If your exchange is approaching and you have not heard *anything* from your exchange university > contact Student Exchange Services (outgoing-biz@aalto.fi)
- Remember to check also junk email regularly.



Conditional selection

- If your acceptance on exchange was conditional, please make sure you have fulfilled the condition before the exchange
- Students selected to Master level exchange have to graduate before the set deadline
(fall exchange in June, spring exchange in November)
- Remember to order degree certificate on time!
- More information on graduation from Student Guide:
https://www.aalto.fi/en/programmes/kauppatieteiden-kandidaattiohjelman/graduation?check_logged_in=1



Exchange scholarship (1/2)

- The scholarship is paid in two installments
- First installment to be paid:
end of August / the fall term students
end December / the spring term students
- **Students travelling to Non-Erasmus/Bilateral destinations (outside Europe + UK & Switzerland), scholarship is 2000 € .**
= 1500 EUR before the exchange and 500 EUR after the exchange

Exchange scholarship (2/2)

Erasmus scholarship

- EU commission rules > Individual scholarship: amount depends on the duration of the stay, country group, the distance between home and host school in addition to form and duration of travel
- 1st installment before the exchange:

group 1: 1805-1943 EUR

group 2: 1726- 1929 EUR

Erasmus country groups

Group 1	Austria, Belgium, Denmark, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	540 eur /month (30 days, 18 eur / day)
Group 2	Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, the Republic of Northern Macedonia, Turkey	490 eur /month (30 days, 16,33 eur / day)

Erasmus Travel support (Aalto School of Business partners)

Travel distance	Standard travel (EUR per participant)	Green travel, extra grant (paid after the exchange)	
100 - 499 km	211 EUR per	74 EUR	Sweden: Stockholm
500-1999 km	309 EUR	108 EUR	Norway, Denmark, The Netherlands, Belgium, Austria, Slovenia, Poland, Hungary, Czech Republic, Germany, Sweden: Gothenburg , Lund , Jönköping . Italy: Milan . France: Paris , Lille .
2000 -2999 km	395 EUR	140 EUR	Iceland, Ireland, Spain, Türkiye, Italy: Rome . France: Nice , Grenoble .
3000-3999 km	580 EUR	205 EUR	Portugal

- At Aalto, the distances are calculated with the calculator provided by the European Commission: [Distance Calculator | Erasmus+ \(europa.eu\)](#)
 - Students will receive either **Standard OR Green** travel support
 - = Standard travel > airplane/ferry
 - = Green travel > to and/or from (majority of the trip) the destination in an environmentally friendly way: by train, shared ride, bike or bus.
- Please note! Ferry is not considered a green form of travelling
 Check more info: <https://www.aalto.fi/en/other-studies/erasmus-scholarships>

OLS (Online language test)

- **Not mandatory 2026-2027**
- **Still recommended**
- **You will receive a link to the OLS system, where you can test your language skill level in English or other EU languages**
- **The test takes 10-45 minutes (depending on skill level)**
The test has 55 tasks (multiple choice tasks and listening comprehension) and at the end you can check the results task by task and receive a skill level on the CEFR scale.
- **The test can also be taken several times**
- **OLS website also offers material for independent studying.**

Studies during the exchange

Studies during the exchange (1/4)

- Exchange studies are always part of the degree
- International minor (IM), Kansainvälinen sivuaine
- Bachelor level exchange 30 ECTS
- Master level exchange 24 ECTS with the exception of some trimester schools.
- ECTS vs. local credits on exchange

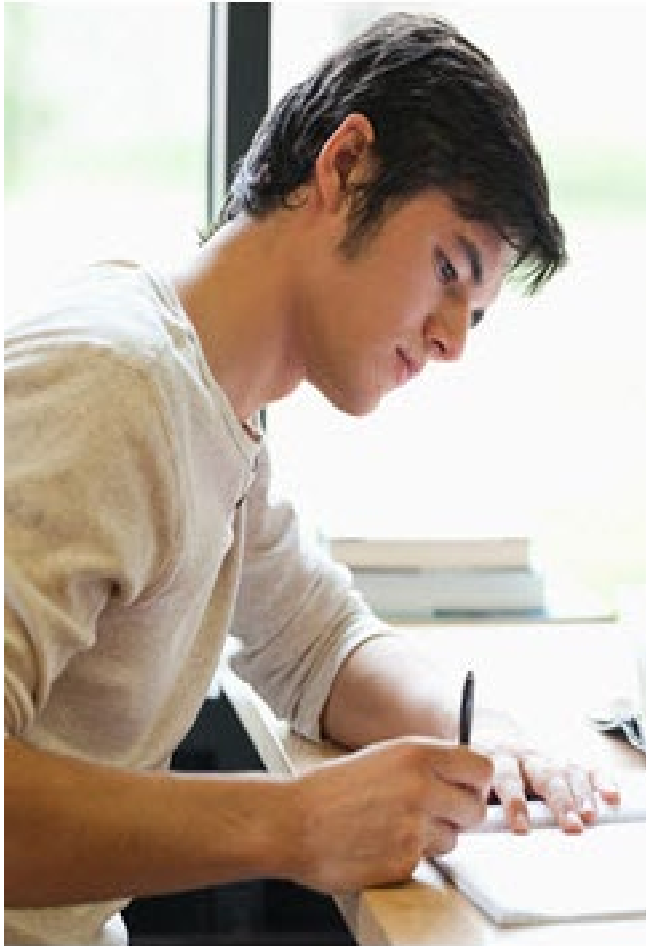


Studies during the exchange (2/4)

- Content of the International minor;
 - ✓ Business related studies and/or studies from other fields of science if supporting business studies. Can be from different academic fields.
 - ✓ Courses from the field of your major → accepted as long as the content differs from the courses you complete at Aalto
 - ✓ *Golf, tennis, weight-lifting etc. Not transferrable!!*
 - ✓ Max. 8 ECTS local language and culture studies
 - ✓ Do research on the host school syllabi in advance



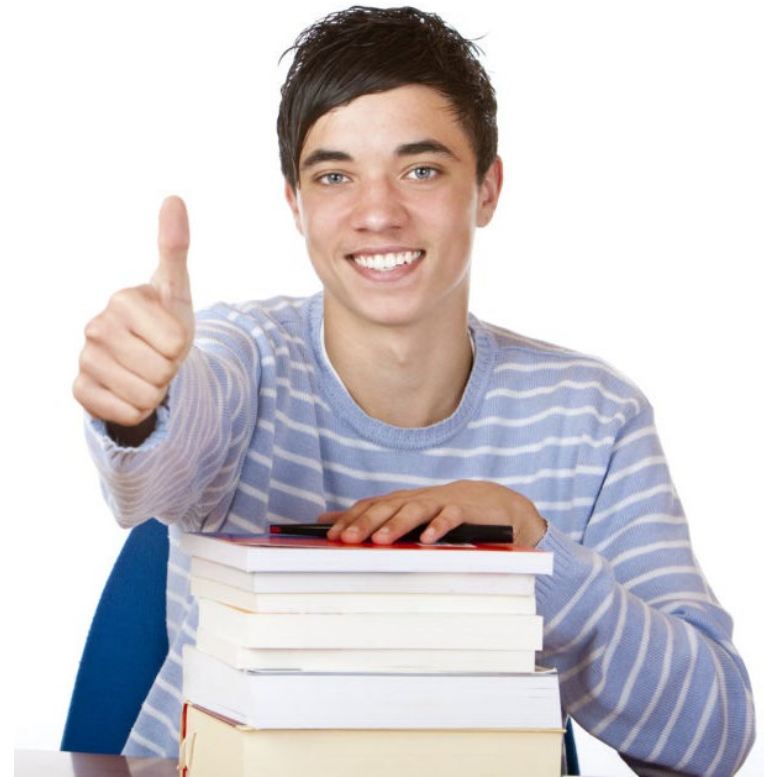
Studies during the exchange (3/4)



- Mainly studies from your own level (Bachelor or Master)
 - ✓ Some universities are very strict on this
- Studies that exceed the extent of IM can be
 - Included in the IM up to 36 ECTS (takes up room from electives)
 - transferred to elective studies

Studies during the exchange (4/4)

- Possibility to supplement International Minor (IM) after the exchange.
- **Written proof of why full course load requirement was not met!**
- At least 18 ECTS must be completed to form the IM, 20 ECTS for full scholarship.
- Completing the exchange studies as agreed and transferring them to Aalto degree are requirements for the exchange scholarship
- Before the exchange all students fill out a study plan (Learning Agreement)



Study plan / Learning agreement

- Learning agreement is one of the mandatory elements
- List of courses you plan to study at the host school

Erasmus exchanges

- OLA (online learning agreement)
- Must be electronically signed by the student, by home uni, by host uni in MoveOn system.

Bilateral exchanges

- Webropol form
- We check your plan and send an approval or rejection by email

- Detailed instructions will be sent in June the latest.
- No specific deadline as academic calendars differ.
- Submit when you still have a chance to make modifications, if required.

Anticipate different style of studying

- Different course registration systems (bidding, drop/add etc)
- Study style and evaluation may differ significantly compared to Aalto, e.g.
 - ✓ Compulsory attendance
 - ✓ Oral examinations
 - ✓ Participation in lectures part of the evaluation
 - ✓ Grades and grading system





During the exchange

Changes to the learning agreement

- Changes to your learning agreement are possible (and probable) -> ask for approval by email in timely manner.
 - Bilat exchanges; email to outgoing-biz@aalto.fi
 - Erasmus exchanges; update your OLA (online learning agreement) in MoveOn.
- If there are changes to the duration of the exchange period (e.g. due to illness) please inform Student Exchange Services ASAP
- If you are entitled to Student Financial Aid (opintotuki) in Finland KEELA monitors how your studies proceed > only the studies that are registered at Aalto are taken into account

A Word of Advice...

- Studies the primary goal of your exchange
- Privileged position to study for free in universities with high tuition fees
- The academic performance is monitored mutually by us and the host universities.
- As a rule, the minimum 30/24 ECTS must be acquired
- Take advantage of the opportunity to take courses not available at Aalto. Different disciplines.
- International Minor something to appeal with; consider it as a coherent set of courses.
- Enjoy!

After the exchange

Documentation and credit transfer

- Information by email in early December / May regarding the return obligations - Save the message for future use, if your exchange ends later.
- Different procedure depending on your exchange destination Erasmus (Europe, excluding UK and Switzerland) vs. outside Europe (bilateral)
 1. Credit transfer application in Sisu
 2. Travel report + transcript from host school (+ Erasmus documents) to be submitted via After Exchange form

Checklist on tasks and documents after exchange

	Bilateral exchange (outside Europe)	Erasmus exchange
CREDIT TRANSFER in Sisu	X	X
AFTER EXCHANGE PORTAL	X	X
Exchange report (AE)	X	X
Transcript of records (AE)	X	X
BIZ Exchange survey (online)	X	X
Online learning agreement (OLA) signed by all three parties		X
Erasmus letter of confirmation (AE)		X
EU Participant Survey (online). Link sent automatically at the end of May/December		X
OLS language test, not mandatory 26-27		X

Credit transfer

- Credit transfer for exchange studies is applied after the exchange in SISU once you have the official transcript
- Detailed instructions will be given in December / May by email
- One application in Sisu, INCLUSION (sisällyttäminen), List all the courses completed on exchange + transcript as an attachment
- Easiest to start the application in Sisu, if you have created a study draft / opintoluonnos for your exchange studies
- Courses will show up on your transcript under International Minor with course names and ECTS credits. Grades will not be transferred.

2nd part of the scholarship (Bilateral)

- 2nd part of the scholarship will be paid after all the required **documentation** has been received and **credit transfer** has been completed
- 500 EUR for bilateral destinations.

2nd part of the scholarship (Erasmus)

- **Final amount is individual** and is calculated after the exchange based on the duration of stay
- The amount can be calculated once the exchange has ended and the exact duration is known (**Letter of confirmation**), with the form of travelling (standard/green).
- If travelling green, additional grant paid in the 2nd part of the scholarship.
- 2nd part is paid for the days that exceed 75% of the 4 months
- Not possible to only receive the 1st part of the scholarship and leave the return obligations unfinished. The 1st installment must be returned, if documentation is missing (EU commission rules, Erasmus scholarship funding is granted by EU)

Interrail pass for Erasmus+

A Pass valid for 6 months for participants to travel by train during their Erasmus+ experience



The Interrail Global Pass for Erasmus+ has been developed in collaboration with the Erasmus Student Network (ESN), one of the biggest student associations in Europe

The Interrail Global Pass for Erasmus+ is an Interrail Global Pass tailored especially for Erasmus+ Programme 2024.

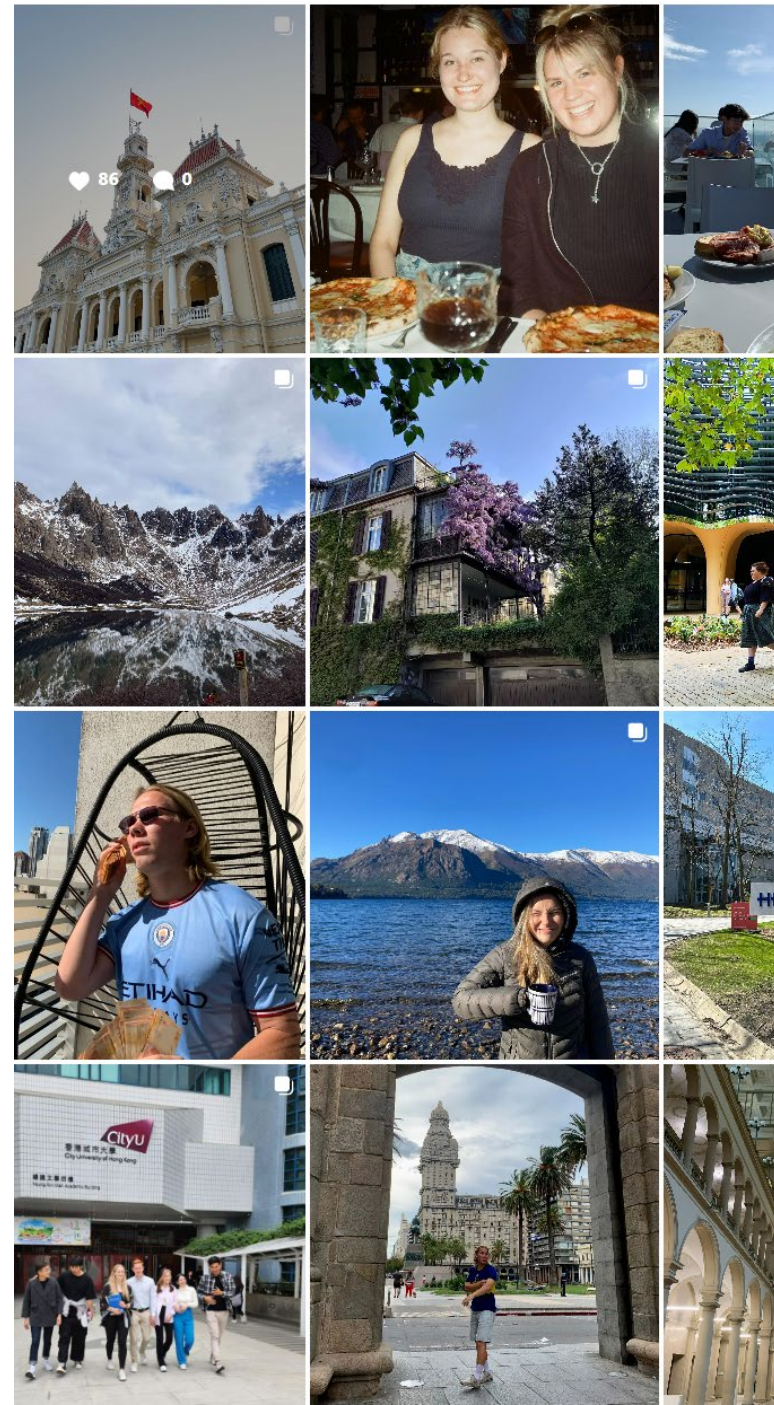
Erasmus+ participants can choose between two versions of the pass:

- **4 days to use over 6 months: ideal for students who want to go directly to their mobility destination and return directly (212-257 €)**
- **6 days to use over 6 months: ideal option for students who want to make a stopover in another city between their mobility destinations. (301-364 €)**
- Both Youth and Adult versions of this pass are available for purchase in 2nd and 1st class. Youth Passes, which are 25% cheaper than Adult Passes, can be purchased by travellers under 28.

- More info: <https://www.interrail.eu/en/interrail-passes/erasmus>

Exchange report

- All outgoing exchange students are required to submit an exchange report after the exchange
- Purpose is to share useful information to other students
- Normal rules of academic writing apply (citations etc. if used)
- Do not mention people's names.
- **USE OF AI TO WRITE THE EXCHANGE REPORT IS PROHIBITED.**



Promoting

- To continue offering high quality exchange places in the future, we need to be able to attract incoming exchange students to Aalto.
- Therefore, it is very important that you promote Finland, Aalto and especially the School of Business during your exchange.
- Many universities have exchange fairs or similar events where exchange students can present their home country and school.
- Material: <https://mycourses.aalto.fi/course/view.php?id=46035>



Aalto T-shirt

We offer Made in Aalto University /
OR School of Business T-Shirts for
outgoing exchange students 2026-
2027 (to promote home university)

Pick up from Aalto-shop
Choose from available colors

Pick up with code:

58287


Pick up by 31 August
(same DL for fall and spring term)



Mycourses: BIZ Outgoing Exchange 2026-2027

<https://mycourses.aalto.fi/course/view.php?id=460>

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BIZ Outgoing Exchange 2025-2026

Choices Forums Group choices Resources

Bulk actions Guest access MyTeaching support Syllabus

Course Settings Participants Grades Reports More ▾

General ✎

Welcome to My Courses page for outgoing exchange students 2025-2026!

Here you can find some information regarding your exchange collected in one place.

Overview of the sections:

Connect with others

If you wish, you can use this tool to connect with other BIZ exchange students who are going to the same destination or nearby region.

Please note that for some destinations there may be just one or only a few students, so it is not guaranteed that you will find people who are going to the same country.

Information emails

Over the course of your exchange, we will be sending you important emails which you should read carefully.

More information

- **Aalto.fi > student guide: <https://www.aalto.fi/en/other-studies/exchange-studies>**
 - [Guide for outgoing students / Opas vaihtoon lähtevälle](#)
 - Exchange reports (Destination database) by former exchange students
 - Instagram #aaltoexchange
 - Mycourses page
- **Websites of the exchange universities**
- **<https://www.maailmalle.net/> (in Finnish)**



CONTACT INFORMATION

General email address: outgoing-biz@aalto.fi

BSc and MSc Exchange

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IDBM Exchange

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Credit Transfer

Joni Hytönen

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Meet the Incomings!

- **Groups have been formed according to the registrations – it is possible that some people don't show up.**
- **Check also the tables next to you – they might be for the same country**
- **Many universities sent students only for the autumn term, so there might not be students from your host university – use the opportunity mingle with other peers!**
- **If you can't find your country or university – please ask us. We also have a table labeled “other countries” where you can mingle with your peers.**
- **You have time until 18:00.**

- **Tables located as follows:**
 - **Asia, New Zealand & Australia:** Lobby
 - **North America:** Tables outside of the entrance to the TUAS cafeteria
 - **Europe, Latin America and Others (Belgium, Czechia, Hungary, Netherlands, Poland, Slovenia, South Africa, Türkiye):** TUAS Student cafeteria





***WISHING YOU A PLEASANT AND SUCCESSFUL
EXCHANGE!***

Student Exchange Services