

Erasmus+ paperwork

- **Learning Agreement changes**
 - Please use OLA when making changes to your study plan <https://www.learning-agreement.eu/start/>
 - The process will take some time but eventually you'll get the document signed by all parties
 - See the [intranet](#) for more information!
 - Non-EU student – please contact incoming@utu.fi
- **Transcript of Records**
 - lists all your completed studies at UTU
 - will be given to you upon your departure (if grades already registered) or sent to your home country after your mobility
- **Letter of Confirmation**
 - will be given to you towards the end of your mobility, listing the exact dates of your exchange period.

Who to contact?

- In academic matters?
 - Your teachers or departmental contact persons!
<https://apps.utu.fi/apply/contacts/>
- In practical matters?
 - Your tutor!
- In questions related to your mobility?
 - International Office
 - incoming@utu.fi