

# How to apply to LUT Master's degree programmes 2013

The application period: **19 November 2012 – 14 February 2013**

All applicants - also applicants from LUT partner universities - must apply through University Admissions Finland service. Applications are accepted **only during the application period**, late applications will not be considered or processed.

**Application process ([www.lut.fi/masters](http://www.lut.fi/masters))**

## **Get ready for applying to LUT!**

It may take a long time from your registering for a language test to receiving the score report. **You should register for an English language test already now!** All language test results must arrive at University Admissions Finland (UAF) by the application deadline.

Before the application period begins, you can create a user account for University Admissions Finland at <https://admissions.it.helsinki.fi/uaf/pages/lut.jsp> and register as a LUT applicant. When the application period begins, you can log in to your My UAF account and continue with the application process.

The LUT template form can be accessed **only during the application period** and is available at <https://admissions.it.helsinki.fi/uaf/pages/lut.jsp>. You need to have a personal e-mail address to be able to use the application system. You can make changes to the online template only when it is a draft. If you click the 'Save information database' button your application will be submitted and therefore no more changes can be made.

## **To complete the application you should:**

1. Print out the Application form. **After printing, the print-out must be signed to make it an official application.** The Application Form number must be marked to all documents.

## **2. Documents required with the application form:**

- Copy of Bachelor's degree certificate in original language \*)
- Translation of a Bachelor's degree certificate in English (\*\*)
- Copy of transcript of records in original language \*)
- Translation of transcript of records in English (\*\*)
- A copy of passport's information page or a copy of an official ID card
- Testimonials/Work certificates
- Recommendation letter

\*) Instructions on document certifications:

- 1) Copies must be officially certified by the awarding university or a notary public.
- 2) Please note **country-specific requirements** for document certification, for more information:

<http://www.universityadmissions.fi/index.php?page=countrySpecificDocuments>

\*\*\*) Instructions on translations: Translation can be

- 1) issued by the university **or**
- 2) officially certified copy of a translation issued by the university **or**
- 3) translated by an official translator **or**
- 4) officially certified copy of a translation made by an official translator.

3. The signed application form with the required documents must be submitted to

**University Admissions Finland  
Yliopistonkatu 2  
FI-00170 Helsinki  
Finland**

Please note: All application documents must be submitted to University Admissions Finland (UAF), **no documents** directly to LUT.

The application package must reach University Admissions Finland (UAF) **by 14 February 2013** at 16:00 (GMT +2).

If you use a courier service, the University Admissions Finland's phone number +358 (0)9 191 23528 must be marked down.

### **English language test**

An English language test is required for all applicants. The following language tests are accepted:

- TOEFL, Academic test 80 iBT or 550 PBT ([www.toefl.org](http://www.toefl.org))
- IELTS, Academic test 6.0 ([www.ielts.org](http://www.ielts.org))
- PTE, Academic test 54 ([www.pearsonpte.com](http://www.pearsonpte.com))
- CAE or CPE A, B or C ([www.cambridgeesol.org](http://www.cambridgeesol.org))

All language test results must arrive at University Admissions Finland by the application deadline.

**TOEFL:** When filling out the TOEFL Registration Form, please fill in University Admission Finland's Institution Code 3138 in the Score Report Recipient field. The TOEFL test score must arrive directly from the test organiser. Score slips or their copies provided by applicants are **not** accepted.

**IELTS:** Please address the test result to University Admissions Finland. An applicant's copy of the test score is also acceptable as the score result will be verified from the test organiser.

**PTE Academic** - PTE Academic is a paperless test. Scores will only be considered valid if they are accessed the PTE score report website.

**CAE or CPE:** Please address the test results to University Admissions Finland. An applicant's copy of the test score is also acceptable, as long as it is verifiable from the test organiser. Include your Candidate's ID and secret code, if applicable (available for tests taken after 2005).

**Please note: IELTS test at LUT will be arranged on 15 December 2012 and 19 January 2013.**