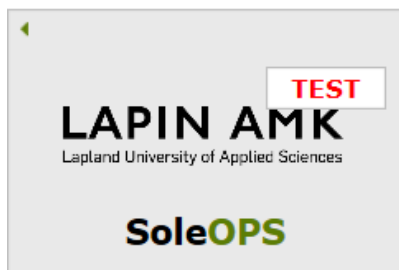


e-SERVICES – STUDENT GUIDE

e-Services is in SoleOPS

[Suomeksi](#)
[In English](#)
[Front page](#)
[e-Services](#)
[Free-choice elective studies](#)



- + [Agriculture, forestry, fisheries and veterinary](#)
- + [Arts and humanities](#)
- + [Business, Administration and Law](#)
- + [Engineering, manufacturing and construction](#)
- + [Free-choice elective studies](#)
- + [Free-choice elective studies, Master's Degree](#)
- + [Health and welfare](#)

My applications

Here you can see your own applications, also unfinished ("Sent to be handled" is empty). Here you can also follow your applications status.

Sähköinen asiointi

Front page

My applications

Inclusion

Exemption from language studies

Substitution

Skills demonstration

Extension of the right to study

My applications

Id	Sent to be handled	Type	Last change	
106120	06.09.2016 13:20	Application for certificate	06.09.2016 13:20	New, waiting for decision
106121	06.09.2016 13:24	Inclusion	06.09.2016 13:24	New, waiting for decision
106129	06.09.2016 14:59	Inclusion	06.09.2016 14:59	New, waiting for decision
106183		Substitution	04.10.2016 16:13	New
106181	17.10.2016 13:50	Inclusion	17.10.2016 13:50	New, waiting for decision
106100	05.09.2016 11:23	Substitution	17.10.2016 14:05	Waiting for further information
106182	17.10.2016 13:50	Inclusion	17.10.2016 14:14	Handled / Approved

Note! There might be more than one page.

Application status "Waiting for further information"

If the application status is "Waiting for further information", choose the application and read the message.

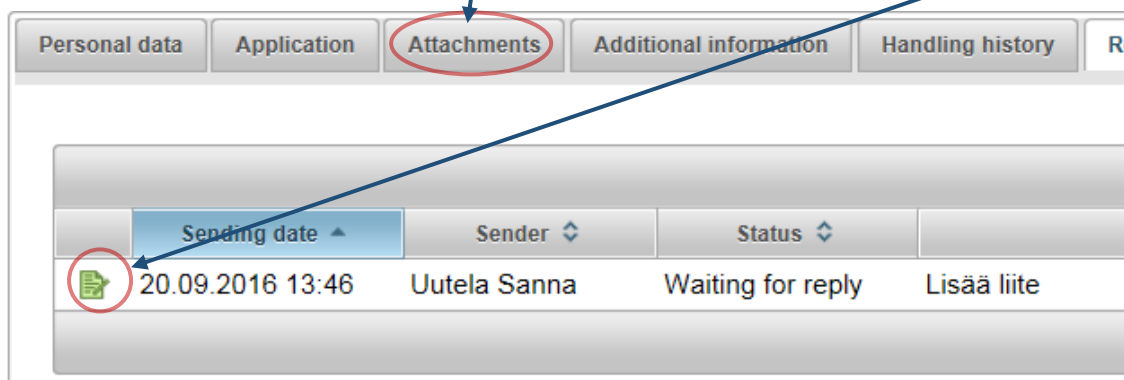
If you should remove the application, choose "Remove application"

[Personal data](#)
[Application](#)
[Attachments](#)
[Additional information](#)
[Handling history](#)
[Requests for additional information](#)

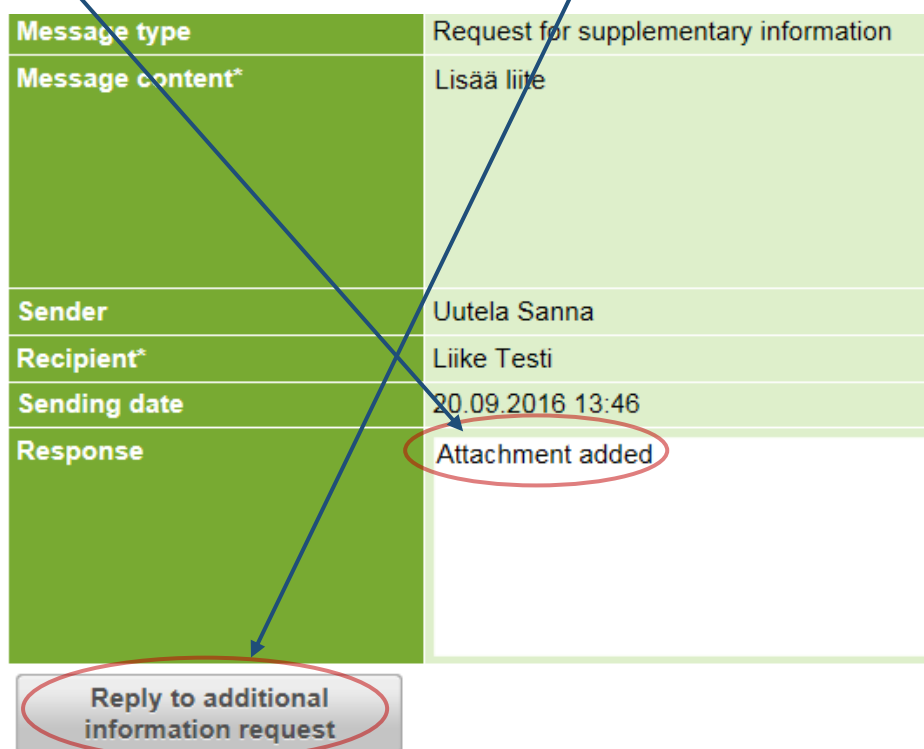
Sending date	Sender	
20.09.2016 13:46	Uutela Sanna	Wait

[Save application](#)
[Remove application](#)

If you should add attachment then add attachment and after this answer to request for additional information by opening the request:



Write message and then choose "Reply to additional information request"




If tutor or teacher is just asking something, just open the request and do as above.

You can't do any changes for the applications, so if you need to make changes, remove the application and make a new one.

Application handled

You get email when the application is handled. You can read the conclusion by opening the application.

My applications

	Id	Sent to be handled	Type	Last change	
	106182	17.10.2016 13:50	Inclusion	17.10.2016 14:14	Handled / Approved


You can see proposal and conclusion by choosing "Conclusion"

Inclusion

Inclusion refers to the inclusion of higher education studies completed before or du

Send the application to your teacher tutor/study counsellor.

Application ID: 106182, Application ID: M106182 State of application: Handl

Student number  0801305

Printing

If you need to print the application and conclusion you can do it by selecting "Application summary" (for example if you need to complete only part of the course and you need to show conclusion to the teacher).


Skills demonstration

Skills demonstration is used when direct accreditation by replacement is not possibl

The demonstration is agreed upon with the receiving teacher when the application t

Send the application to your teacher tutor/study counsellor.

Application ID: 106987, Application ID: W106987 State of application: Regist

Student number  0801305