

# Instructions for submitting an application

Please read the instructions and further information on individual arrangements:  
<https://studies.helsinki.fi/instructions/article/individual-arrangements-support-studies>

The individual arrangements expert panel convenes about 4 times a term depending on the matters to be discussed during academic terms.

If you are seeking a statement from the individual arrangements expert panel, please submit the following information in the application:

## 1. Contact details:

- First names
- Last name
- Date of birth (dd.mm.yyyy)
- Email address
- Phone number
- Mailing address (the address to which you wish the recommendation to be sent)

## 2. Faculty (indicate one or more faculties for whose studies you require individual arrangements):

- Biological and Environmental Sciences
- Veterinary Medicine
- Pharmacy
- Arts
- Behavioural Sciences
- Medicine
- Agriculture and Forestry
- Science
- Law
- Theology
- Social Sciences
- Swedish School of Social Science
- Language Centre

Please also indicate the degree programme and optional studies.

## 3. Application information

Individual arrangements applied for (indicate what kinds of individual arrangements you require):

Permission to use special tools in an examination

- Separate examination room

- Additional time to complete course assignments
- Additional time to complete an examination
- Teaching materials need to be received in advance
- Teaching materials need to be received electronically
- Permission to use a computer in an examination
- An alternative completion method
- Other, please specify

Please indicate the grounds for your application for individual arrangements: ADHD / ADD

- Autism spectrum disorder/Asperger syndrome
- Hearing disability
- Mobility disorder
- Dyslexia
- Mental health reasons
- Sight disorder
- Anxiety
- Other reason, please specify

#### 4. Application

Please indicate in your own words 1) why you require the individual arrangements requested, 2) how the individual arrangements requested would support your studies.

#### 5. Submission of the application and required enclosures

Please enclose the required certificates with your application.

You must prove that you have a genuine need for individual arrangements with a certificate from a physician or other healthcare professional, such as a psychologist, a speech therapist or a physical therapist. With regard to dyslexia, the certificate can also be provided by a special needs teacher. The certificate must contain the grounds for the individual arrangements.

Submit the application with its enclosures to Individual arrangements expert panel [erityisjarjestelyryhma@helsinki.fi.s](mailto:erityisjarjestelyryhma@helsinki.fi.s).