Submitting and viewing applications

Students usually submit applications to their academic unit in ÕIS and this is the preferred method. Therefore it is recommended to submit applications in ÕIS whenever possible. The selection of application forms available in ÕIS depends on whether the student is matriculated to TU or not.

1. Go to menu: DOCUMENTS > Applications
2. Three sections are displayed:
   a. Search bar on top for filtering submitted applications by their type / status
   b. List of applications already submitted or in process (If no applications match that criteria then message "Kirjeid ei leitud" is being displayed)
   c. List of application forms available on this workplace.

3. To submit an application click on "Apply".
4. Fill the form and click on "Save" to submit the form.