

INTERNATIONAL INCOMING STAFF: PROCESS AND RESPONSIBILITIES

07/2020

| Time | Task | Responsible | Additional information |
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| Before arrival | | | |
| | Contact | Unit / Incoming Person | |
| | Organize / Assure Finance | Unit | Cost estimate for unit to assure the sufficiency of financial arrangements |
| | Send Hosting Agreement | Unit | Hosting Agreement to be sent before applying for visa or residence permit, form in Teams. |
| | Visa | Incoming Person (non EU/ETA citizens) | For short term visits (max. 3 months), if no residence permit is admitted. Visa application to Finnish consulate or embassy in country of residence. Remind the incoming person to check the need for visa and apply for it if necessary early enough! More information see www.formin.fi and http://formin.finland.fi/public/default.aspx?nodeid=15720&contentlan=2&culture=en-US . |
| | Application for Residence Permit (+ Finnish Identity Code) | Incoming Person (non-EU/ETA citizens) | Remind the incoming person to apply for the residence permit early enough! Research personnel applies for a Researcher's residence permit by filling the application form OLE_TUT. NOTE! Residence permit can be applied online, for more information see www.migri.fi . Please note that if family is coming along, even if later, residence permit should be applied at the same time for them too. NOTE2! You can apply Finnish Personal identity code in the residence permit application. |
| | Apostille | Incoming Person | The Apostille is certificate which ensures that public documents issued in one signatory country will be recognized as valid in another signatory country (e.g. marriage/registration certificate, children's birth certificates). Needed when arriving with family. More information see e.g. http://hcch.e-vision.nl/index_en.php , http://www.hcch.net/index_en.php?act=text.display&tid=37 and http://www.hcch.net/upload/abc12e.pdf |
| | Need for Relocation Services | Unit | Unit to consider need: costs covered by inviting unit, offered only for "key personnel". Service providers outside Aalto. Please contact school's HR manager before arranging the service. |
| | Possible pre-visit | Unit | Unit to consider necessity, costs covered by unit. Recommended in cases of "key personnel" e.g. FiDiPro-professors. |

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| Accommodation/Housing | Unit / Incoming Person | Incoming person should contact host unit, for Aalto level support see web site https://www.aalto.fi/en/services/finding-a-private-rental . General info about housing in Finland e.g. www.infopankki.fi |
| Insurance | Incoming Person | Recommended to obtain Health Insurance from the country of residence/home country to cover at least the first year of the contract. Health insurance is strongly recommended also for the EU citizens since the European Health Insurance Card only covers necessary medical treatment in the public sector. Aalto employees are entitled to occupational health care during their contract (does not cover freetime). About Finnish social security, see more www.kela.fi |
| Taxation | Unit / Incoming Person | For more information see www.vero.fi / contact https://ihhelsinki.fi/ |
| Employment contract | Unit/School/ Incoming person | Defines employee's duties, responsibilities, salary, possible fringe benefits, etc.. |
| Practical issues | Unit | Office space, computer, telephone, keys, access cards, user names and passwords etc. |
| | Incoming person | Moving and travelling arrangements, school / daycare if family follows, etc. |
| After arrival | | |
| Organize arrival | Unit | If needed, organize someone to meet the incoming person at the airport, handing keys, "first aid" with grocery, transportation etc. Check that accommodation is ok. Meeting with departmental / local HR, taking photocopies of all important documents (passport, visa, insurance documents, travel tickets). |
| Contract | Unit | Check that contract is ok and signed. Copies of passport and possible residence permit as attachment. |
| Orientation | School / Unit | Unit to name person for general induction and tutor/job advisor. Check "Onboarding guide for new employee" from aalto.fi: https://www.aalto.fi/en/services/onboarding-guide-for-new-employee |
| Social network | Aalto / School / Unit | Fellow workers to help in becoming acquainted with social networks. Information about other networking at Socialising and Recreation- pages https://www.aalto.fi/en/services/socialising-and-recreation (aalto.fi) |
| Welcome Folder | Unit | Either mailed in advance or given upon arrival. Folders are maintained and delivered by Aalto-level HR specialist Minna Planman, minna.planman@aalto.fi . |

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| Registration in Finnish Immigration Service (Migri) | Incoming Person | EU citizens (except Nordic citizens) and citizens of Liechtenstein and Switzerland must register their residence if planning to stay more than three months in Finland. Applications must be submitted to Finnish Immigration Service (Käenkuja 3 aA, 00500 Helsinki). New online service is available, for more information, see www.migri.fi . NOTE: If personal identity number needed (tax card, Finnish social security), first register in Migri and then International House Helsinki service (Lintulahdenkuja 2 D, (2nd floor), 00530 Helsinki) |
| Finnish identity code | Incoming person | Finnish identity code can be applied from Digital and Population Data Services Agency in Helsinki (Albertinkatu 25) or from their service point at International House Helsinki (Lintulahdenkuja 2 D, (2nd floor), 00530 Helsinki). The identity code is needed for a tax card and Finnish social security. More information www.dvv.fi , www.ihhelsinki.fi . Note: Non-EU/Non-Eta nationalities can apply Finnish Personal identity code in the residence permit application. |
| Municipality of residence from Digital and Population Data Services Agency (DVV) in Helsinki | Incoming Person | Nordic citizens: If you wish, and if you live in Finland permanently (longer than 12 months) you can be assigned a municipality of residence (Digital and Population Data Services Agency: www.dvv.fi) EU/Switzerland/Lichtenstein: If you wish you can be assigned a municipality of residence a) if you live in Finland permanently (longer than 12 months)and b) you have registered your residence at Finnish Immigration Service. (Digital and Population Data Services Agency: www.dvv.fi) Non-EU: If you wish, you can be assigned a Finnish municipality of residence a) if you intend to stay here permanently (at least one year) and b) you have a residence permit for at least one year. (Digital and Population Data Services Agency: www.dvv.fi) |
| Tax card | Incoming Person | Tax card from the local tax office or from International House Helsinki (Lintulahdenkuja 2 D, (2nd floor), 00530 Helsinki). Personal Identity number needed for the tax card. More information http://www.vero.fi or www.ihhelsinki.fi |
| Kela card | Incoming Person | Application for KELA card and eligibility to social security. The scope of social security a person is entitled to is valid the period of the working contract . Application for KELA card other eligibility can be done at International House Helsinki,(Lintulahdenkuja 2 D, (2nd floor), 00530 Helsinki), or at your local KELA office . KELA services for foreigners in Finland http://www.kela.fi/in/internet/english.nsf/NET/161001091511EH?OpenDocument European Health Insurance Card for EU/ETA and Swiss citizens: http://www.kela.fi/in/internet/liite.nsf/NET/260109102559AK/\$File/EHIC%20010109%20FI.pdf?openElement . For more information see www.kela.fi or www.ihhelsinki.fi |
| Bank account | Incoming person | Minimum of documentation needed: passport, Finnish personal ID number (from International House Helsinki or the Digital and Population Data Services Agency), working contract, residence permit. For more information, see e.g. www.expats-finland.com/finance |

| During the contract | | | |
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| | Services offered to Aalto personnel | Aalto / School / Unit | Normal services for all Aalto employees |
| | Special Services for International Staff | Aalto / School / Unit | Feeling at home: Finland sessions, events for international staff & their families, courses in Finnish language etc. FOLLOW aalto.fi FOR FURTHER DETAILS! |
| | Extention of Residence Permit | Incoming Person | Application for the extended fixed-term residence permit must be submitted to Finnish Immigration Service (Käenkuja 3aA, 00500 Helsinki) |
| | Renewing Kela card | Person | Renew Kela card as soon as you get your working contract continued. Visit International House Helsinki fo renewal. |
| Before leaving Aalto | | | |
| | Exit interview | Unit | Person's experiences from working at Aalto University, feedback and improvement suggestions |
| | Return keys and access cards | Unit / Person | Also other practicalities, mobile phones, computers etc. |
| | Taxation | Person | If working in Finland continues, payroll office to return the tax card. NOTE: liability to file a tax return later |
| | Practical issues | Person | Eg. moving arrangements, deregistrations, informing officials about the return to the home country etc (cancel bank account, inform Kela, Tax Office, Digital and Population Data Services Agency , etc.). Check that payoll office has right bank account number for your last salary if you close your Finnish bank account before leaving. |
| | Notice Population Register Centre | Person | This is important! Finnish authorities require your current address, eg. for possible tax refunds. http://www.posti.fi/changeaddress/ |
| | Letter of reference | Unit | |
| | Alumni network | Person | Joining the Aalto Alumni network https://alumninet.aalto.fi/portal/public/Default.aspx |