CHECKLIST FOR NORDIC CITIZENS

BEFORE ARRIVAL IN FINLAND

After receiving the formal Hosting agreement from your host at the Aalto University you are advised to take care of the following issues:

- Health Insurance

Consider health insurance from your home country to cover at least the first few weeks of your stay. Health insurance is strongly recommended also for 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 free time).

- Personal Documents and 'Apostille'

If you are travelling with your family, the authorities in general require all family related documents (marriage/registration certificate and birth certificates of children) to be authenticated by your country's authorities. This is called a 'Apostille Certificate' which is in form of a stamp of a paper certificate. More detailed information on this procedure can be found at http://hcch.e-vision.nl/index_en.php

- Accommodation

Organize accommodation well in advance. More information is available www.aalto.fi/en > Services > Housing services

- Other practical issues – photocopies and medication

Photocopy all important documents that you will need in Finland and also take a copy of the personal details page of your passport and visa stamp.

Obtain a letter of explanation from your doctor for any prescribed drugs you may need to bring with you. You can also check the availability of prescribed drugs in Finland at the website of Finnish Medicines Agency http://www.fimea.fi.

Information about taxation in Finland can be found from www.vero.fi and about social security from www.kela.fi and http://www.nordsoc.org/fi/

AFTER ARRIVAL IN FINLAND Please check the service hours due to COVID-19

- Finalize your contract

Visit your departmental HR, and, if not done before your arrival, finalize your employment contract (by signing it).

- Residency registration and Home Municipality: Digital and Population Data Services Agency or International House Helsinki (pls see below)

Visit your Local Register Office in Helsinki to register if you stay in Finland longer than 6 months to get a residency status. If you have not yet got your employment contract, apply your personal identity number from the Local Register Office. If you are married, take your marriage certificate with you. If you have children, you need to present their birth certificates. (*Please refer to Apostille, above). More information is available also at https://dvv.fi/en/foreigner-registration and www.infopankki.fi

Local Register Office in Helsinki is at Lintulahdenkuja 2, 00530 Helsinki (no international services in Espoo or Vantaa offices).

- International House Helsinki: Personal identity number, KELA card and Tax Card

If you have your employment contract, apply your personal identity number at the International House Helsinki.

Apply for a KELA Card and entitlement to the Finnish social security benefits at the Social Insurance Institution of Finland. More information at www.kela.fi and http://www.nordsoc.org/fi/
You need a tax card stating the tax rate when you work in Finland. The tax page of the Info Bank www.infofinland.fi contains more information on the taxation system in Finland. See also www.vero.fi
You can apply for your KELA card and tax card at International House Helsinki at Lintulahdenkuja 2, 00530 Helsinki), www.ihhelsinki.fi . Take your passport, employment contract and the social security number with you.

Send your tax card to the Aalto University salary office via internal mail.

- Bank Account

Wages are primarily paid by Aalto University into your bank account. To open a bank account, make an appointment to the bank. You will need to present your passport or other official proof of identity and the employment contract. We strongly advice you to check from the bank if there are any other documentation you should take with you. More information in English is at www.expat-finland.com . Should you have need for any personal arrangement regarding your salary payments, get in touch with your department HR personnel dealing with financial issues.

- Travel card for public transport

We advise you to get a travel card for public transport. Helsinki Regional Traffic office provides more information at http://www.hsl.fi/EN/Pages/default.aspx.

Please note: While dealing with Finnish authorities, it is recommended to keep your important documents available, at least passport, employment contract (or Invitation), rental agreement, documents of accompanying family (e.g. marriage certificate, children's birth certificates) and also documents/permits given by another Finnish authority.