

CHECKLIST FOR CITIZENS FROM NON-EU-COUNTRIES

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:

- Visas

You may apply for a visa if your stay doesn't exceed three months. Apply visa at the Finnish consulate or embassy in your country of residence.

More information about visas can be obtained from the Ministry of Foreign Affairs (www.formin.fi) website

- Residence permit and Finnish identity number

You may need a residence permit to do research work in Finland. Submit your application for Researcher's permit well in advance at the Finnish diplomatic mission at your country of domicile.

Attach the formal, signed Hosting agreement from Aalto University to your application. The application process may take from few weeks to several months.

NOTE! Start the application process for a Finnish identity number when applying the first residence permit.

Finnish Immigration Service (www.migri.fi) provides more information on requirements for applying for a residence permit. NOTE! New online service for applying residence services has been opened, more information on Migri web pages. Useful information is also available at www.infofinland.fi.

- Health Insurance

Obtain a health insurance from your home country to cover at least the first few weeks of your stay. 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 at www.aalto.fi/en > Services > Housing services

- Other practical issues – photocopies and medication

Photocopy all important documents that you will need in Finland and 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 www.fimea.fi.

Information about taxation in Finland can be found from www.vero.fi and about social security from www.kela.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 get a residency status. If you do not have your employment contract yet, and have not applied your personal identity number with the first residence permit, you can apply it at the Local Register Office. Take your passport and your residence permit with you when going to 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 International House Helsinki, if you have not done it already when applying the first residence permit. (See also instructions for applying the personal identity number in the residence permit application, previous page.)

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.

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 payroll team [payroll\(a\)aalto.fi](mailto:payroll(a)aalto.fi).

- 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 advise you to check from the bank if there are any other documentation you should take with you. More information in English is at www.expats-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.