

Formalities when arriving in Finland (Non-EU citizen)

BEFORE ARRIVAL

1. Apply for a residence permit (Apply already from your present country of residence)

- You may start the application process on-line on EnterFinland system (see more information on links below) but you will also need to personally visit the closest Embassy/consulate of Finland for identification.
- To start the process, you will need a Hosting agreement or signed employment contract from your employer. Your departmental HR services will send you this document.
- Usually, academics apply for researcher's permit. If your title in Aalto would be professor, post doc researcher or doctoral researcher this application is for you: <https://migri.fi/en/researcher>
- If you are hired to non-academic position, you can find an application finder which helps you determine your permit type. You may also contact Migri migri@migri.fi
<https://migri.fi/en/first-residence-permit>
- The application form asks for Aalto University information. Please find it below:
Aalto University Business ID: **2228357-4**
Aalto University visiting address: Otakaari 24, 02150 Espoo, Finland
- With the residence permit application, you will also be granted a Finnish personal identity code. Finnish personal identity code is used to identify Finnish citizens and people who reside in Finland permanently or for a longer period of time. The code consists of eleven characters, starting with your birthday (DDMMYY). You will find it printed on the decision letter and your residence permit card. Your departmental HR services will need this code also to Aalto personnel database. You will also need this ID code when handling any formalities in Finland.
- If you are moving with your Non-EU citizen spouse/family, it is very important that you all apply the permits simultaneously. You will all need to fill in separate applications, however in your own application (as primary applicant) you should inform that your spouse or family members are applying for a permit as well. This would grant that your family members get their residence permits at the same time with you. More information here:
- <https://migri.fi/en/moving-to-finland-to-be-with-a-family-member>
- If your spouse/children are EU-citizens or Nordic citizens please ask your HR person to send you a guidance that applies to them.

2. Get legalized documents (Apostille)

- If you move with your spouse and/or children please remember to get legalized, so called APOSTILLE documents already before arrival. The documents you will need are marriage certificate and birth certificates. Please read more: <https://dvv.fi/en/instructions-for-legalisation>

3. Obtain a healthcare insurance

- We recommend you to obtain a healthcare insurance at least for the first month(s) of your stay in Finland. If you will reside in Finland less than a year, you would need an insurance for whole stay.

AFTER ARRIVAL IN FINLAND

4. Make the registration of a foreigner at the Digital and Population Data Services Agency (DVV) after arriving in Finland.

- Please read this link carefully: <https://dvv.fi/en/foreigner-registration>
- NOTE: If you are unsure which of the registration instructions and forms apply to you, please contact DVV's customer service for international customers directly at

tel. +358 295 536 320, Service hours: Mon–Fri 9–15.

- If you move with your spouse and/or children take the legalized APOSTILLE marriage certificate and birth certificates with you. Please read more: <https://dvv.fi/en/instructions-for-legalisation>
- You can be assigned a municipality of residence in Finland under certain conditions. DVV will register your municipality of residence and the permanent address associated with it in the Population Information System. You may need a municipality of residence to use the municipal services (such as public healthcare, schools and daycare services), to be granted social benefits, to receive an identity card and to vote, for example. If you intend to live in Finland for more than a year and would like to get a municipality of residence, read instructions on getting it on DVV page on Municipality of residence. Registering your move also gives you for example, the right to buy local public traffic monthly cards for lower local citizen price. <https://dvv.fi/en/municipality-of-residence>
- Physically the service point is in International House Helsinki <https://ihhelsinki.fi/>

5. Health care

- If you stay in Finland more than a year, please apply for a municipality of residence at DVV (see instruction in section nro 4)
- Read more about health services in Finland <https://www.infofinland.fi/en/health/health-services-in-finland>

6. Apply for a tax card from the tax office VERO

- You can book an appointment** to International House Helsinki tax office at Lintulahdenkuja 2 by phone: +358 29 497050 or go to walk-in -service at Hämeentie 15, Helsinki office: no appointment needed.
- Tax counselling: <https://ihhelsinki.fi/services/tax-card-and-tax-counseling/>
- **NOTE! If you are in a hurry to receive a tax card for salary payment, we recommend visiting Hämeentie 15 office, where you can also receive the Finnish Personal Identity code in case you do not have it yet (short term visits without a residence permit). The employment contract is needed with you at the visit.**
- You can also apply for the tax card before making the registration of a foreigner to Digital and Population Data Services Agency DVV (step 3).
- **Please send a copy of your tax card to payroll@aalto.fi** as soon as you receive it. If you do not send a tax card, the employer is obligated to withhold 60% taxes of salary.
- Information you may need to provide at the tax office:
Aalto University Business ID: **2228357-4**
Aalto University visiting address: Otakaari 24, 02150 Espoo, Finland

7. Open a Finnish bank account

- When opening a Finnish bank account, you will need a Finnish personal identity code and notification of registration at DVV.
- Banks in Finland do not have customer service for new customers without a booked appointment. Please remember to book an appointment when you get a notification that your registration at DVV is completed.
- OP bank has clear instructions and path for their international customers. Please see more: <https://www.op.fi/private-customers/become-op-customer/foreigners>
- Please read more information on banks and other branches too: <https://www.expat-finland.com/finance/banking.html>
<https://www.infofinland.fi/en/settling-in-finland/everyday-life-in-finland>
- In addition to Finnish bank account, you can use for example a European IBAN bank account or an international online bank Revolut, Wise or N26. In some cases, you might also be able to use other than the ones mentioned above.
- Please contact your HR person regarding receiving more information about informing your bank account details for salary payment.
- <https://www.aalto.fi/en/services/add-or-edit-bank-account-information-for-salary-payments>

8. . Apply for Finnish social security and a KELA card

- Finnish social security institution is named KELA. **To notify Kela that you have moved to Finland and to apply for a Kela card please visit KELA service point.** They have walk-in -service point for newcomers at International House Helsinki. Please check the visiting address on this link: <https://ihhelsinki.fi/>
- They can provide you with information about social security and benefits and you can both file and drop off applications.
- When you are working in Finland or move to Finland on a permanent basis, you may be entitled to social security benefits under the Finnish social security system. The Social Insurance Institution of Finland (Kela) decides about whether you (and your family members) are entitled to benefits.
- More information: <https://www.kela.fi/from-other-countries-to-finland>

9. Foreigner's identity card from the police

- Getting a **Foreigner's identity card** is recommended if you stay in Finland on a permanent basis. This will make your life easier for example when it comes to proving your identity in Finland, electronic registration on the internet, acquiring internet banking access or acquiring bonus cards for supermarkets. However, a foreigner's identity card cannot be used as a travel document
More info: <https://poliisi.fi/en/how-to-use-the-identity-card>
- You can get the ID card from the Police. Please see the link below and follow the instructions. There is a very useful short video guide.
<https://poliisi.fi/en/identity-card>
- You can submit your application online with bank credentials. However, if this is not possible, please book an appointment to visit the police: <https://asiointi.poliisi.fi/ajanvaraus-fe/reserve>

10. Home insurance

- <https://www.fine.fi/en/advice-we-provide/household-real-estate-animal-and-property-insurances/home-insurance.html>

- **Many banks sell insurances so you may ask insurances from the same bank where you have your bank account. For example, OP Pohjola insurances <https://www.op.fi/private-customers/insurance/home-insurance>**

Please also see other useful information:

- Guide for International researchers and their families: <https://sway.office.com/ZkNBf2qCy2OVITsb?ref=Link>
- Reliable and thorough guide of living in Finland “Infofinland”: <https://www.infofinland.fi/en/settling-in-finland>
- Aalto University for incoming international employees <https://www.aalto.fi/en/services/international-mobility-of-our-staff-index>
- Entry level housing <https://unihome.fi/en/home>
- International House Helsinki for newcomer services <https://ihhelsinki.fi/>
- Newcomers Guide to Finland: <https://ihhelsinki.fi/wp-content/uploads/newcomersguide-2021.pdf>
- We highly recommend attending newcomer’s information sessions (on-line): <https://ihhelsinki.fi/pre-arrival-support/newcomer-information-sessions/>