

Checklist for arriving international staff

Note: Use the list only after getting familiar with the actual instructions of our website *Information for Arriving International Staff*, especially the information provided via *UniArrival Advisor*

Before arrival

1. Residence permit received (if applicable, depending on nationality) ☐
2. Housing situation clear, address in Finland delivered to HR ☐
3. Booking a time for EU- and other registrations in advance done ☐
4. If applicable: Original and translated marriage certificates and birth certificates of children needed for DVV. [The Apostille not required with documents awarded by EU-countries.](#) ☐

After arrival

5. EU-registration done (if applicable, depending on nationality) ☐
6. Registration at DVV done ☐
7. Registration at KELA done ☐
8. Tax card acquired and sent to HR (normally palkka@helsinki.fi) ☐
9. Finnish personal ID-card ordered ☐
10. Finnish bank account received and HR informed about it ☐
11. HSL application downloaded and/or other public transportation options clear ☐
12. University of Helsinki user account applied for ☐
13. Familiarization with onboarding events and programs, Finnish courses and the Teams community for internationals at UH ☐