



# Checklist for a new international employee – Steps of the relocation process

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*Note: This document lists the steps that a newcomer must take after moving to Finland. Its purpose is to remind the newcomer of these necessary things, which are explained in detail on the website of the institution or on the website of the related official/service. The checklist should not be used without getting acquainted with the detailed instructions related to each part of the checklist.*

# Before arrival

- 1. Employment contract and relocation costs.** Congratulations on getting selected! Firstly, agree with your supervisor on the details of your employment contract and possible cost compensations regarding relocation. Please keep in mind, that you need to be in Finland at the start of employment.
- 2. Welcome email.** You will receive a welcoming info email from HR. After that, you provide HR with certain necessary personal data, including e.g. your citizenship(s). You are also able to ask questions from HR. After this exchange of information, you will also receive a Hosting Agreement, if you need one.
- 3. Residence permit:** If you are not a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland, please apply for a [residence permit](#) following the instructions of HR. It includes the application in the [Enter Finland system of the Finnish Immigration Service \(Migri\)](#), as well as a visit to a Finnish embassy or a VFS Global application centre. You can use the Hosting Agreement as an attachment. Please keep HR informed of the proceeding of the residence permit process, together with your plans of arrival in Finland.
- 4. Pre-arrival info session:** HR will organise a webinar for newcomers to Finland to learn more and ask about the practicalities of moving to Finland. It includes the possibility to ask questions from HR. Please also check the [Newcomers' Information Sessions](#) and the [guides](#) of International House Helsinki.
- 5. Housing:** Please take care of your housing arrangements and inform HR of your address in Finland. Note: you usually need a home insurance when renting an apartment. Utilise the [Housing in Helsinki guide](#) of International House Helsinki.
- 6. EU registration:** If you are a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland, please book a time for [EU registration at Migri](#) in advance.
- 7. Registration at the DVV:** [Please book a time at the Digital and Population Data Services Agency \(DVV\)](#) for local registration in Finland in advance.
- 8. Certificates for the DVV:** Take care of the original and translated marriage certificates and birth certificates of children needed at the DVV, if applicable. [The apostille is not required with documents awarded by EU countries.](#)
- 9. Finnish health care system:** Especially if you will not be employed at the institution or if you have a spouse / family coming along, please check [your situation regarding the Finnish health care system](#) in advance.

- 10. Relocation programs and learning Finnish:** Explore what kinds of relocation and integration programs the institution provides for you. There might also be networks of internationals which organise activities and provide peer support. If possible, start to learn some basics of Finnish/Swedish already. Utilise the [Language Boost website](#) to explore courses and self-study options.
  - 11. Inform spouse of services:** If you have a spouse is coming along to Finland, make sure she/he is informed of the services and information UH and other actors in the region offer.
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## After arrival

- 1. Meeting with supervisor:** Welcome to Finland and the institution! At the start of your employment, you meet with your supervisor at the workplace and your onboarding starts.
- 2. Meeting with On-site HR:** This can also be done online or via email discussion, depending on the unit/situation. Your employment contract is signed, if signing has not been possible otherwise before. You give your Finnish ID number and address in Finland to HR. Depending on your citizenship, you show your residence permit card to HR. You receive onboarding related to general HR matters, including your user account, computer, phone, workspace, etc.
- 3. EU Registration** Please do the EU registration at Migri (at [International House Helsinki](#)), if you are a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland. Once done, please present the registration document to HR.
- 4. Registration at the DVV:** Please register at the DVV (at [International House Helsinki](#)) and apply for a municipality of residence. There you will get a Finnish personal number, if you have not received one before.
- 5. Register for KELA:** Please register for the Finnish social security system Kela (at [International House Helsinki](#)). That way you will normally get access to public health care. The duration of your employment may affect your access to some social services.
- 6. Tax data:** Make sure the Tax Administration has your tax data correct. Optionally please get a tax card and send it to HR ([palkka@helsinki.fi](mailto:palkka@helsinki.fi)), please use the university email).
- 7. Finnish ID card:** Please order a Finnish personal ID card which also gives you the possibility to utilise strong identification online, which is very useful in Finland.

8. **Bank account (with online banking):** Please open a Finnish bank account and inform HR of your account number. Make sure to apply for online banking credentials as well, very useful for online identification in many needed services. Note that this might take several weeks.
  9. **Ticket for local traffic:** Please find out about how local traffic ([Helsinki Region Transport, HSL](#)) works for you and download the HSL application.
  10. **Onboarding events and learning Finnish:** Please get familiar with the onboarding events and programs of the institution, as well as Finnish courses and other language support provided.
  11. **Spouse services:** If your spouse moved to Finland with you, make sure they are informed of the services and information the institution and other actors in the region offer.
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## 1-3 months after arrival and onwards

1. **Events and programmes:** Please take part in welcoming and onboarding events and make sure that you are at least aware of programmes for social or professional networking like UniBuddy, language courses and other opportunities to learn Finnish or Swedish.
  2. **International onboarding:** Please take part in the international post-arrival onboarding sessions by HR.
  3. **Life outside work:** Please explore the information provided by different actors (e.g., the city or region websites, [InfoFinland](#)) regarding important services and freetime activities.
  4. **Feedback form:** Please answer the relocation feedback form sent by HR.
  5. **Services for spouses:** If your spouse moved to Finland with you, please make sure that they have checked the information on services for spouses. If they are looking for a job, [contact SIMHE services and book an appointment with them](#).
  6. **Clarifying details of onboarding:** If some things related to work (how does this work, who does what, etc.) are still unclear to you, e.g., because of too much information too quickly at the start, please do not hesitate to ask HR or your supervisor. We are here to help you!
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