ARRIVAL GUIDE FOR INTERNATIONAL STAFF

UNIVERSITY OF HELSINKI
CONTENTS

3 WELCOME TO THE UNIVERSITY OF HELSINKI
  3 GREETINGS FROM THE RECTOR
  4 ARRIVAL SUPPORT FOR INTERNATIONAL STAFF

6 RELOCATING TO FINLAND
  8 IMMIGRATION
  9 LOCAL REGISTRATION
  10 SOCIAL SECURITY, HEALTH CARE AND INSURANCES
  11 PENSION
  12 TAXATION
  13 ACCOMMODATION
  13 BANKING
  14 GETTING STARTED IN HELSINKI
  14 CONTACT DETAILS

19 WORKING AT THE UNIVERSITY OF HELSINKI
  20 ORIENTATION
  21 OCCUPATIONAL HEALTH CARE AND INSURANCE
  22 RESEARCH SERVICES
  22 LIBRARY SERVICES
  23 STAFF TRAINING AND DEVELOPMENT
  23 LANGUAGE SERVICES
  24 SPORTS FACILITIES - UNISPORT
  24 LUNCH
  25 JOIN OUR COMMUNITY

27 FAMILY MATTERS
  28 IMMIGRATION AND REGISTRATION
  28 DAY CARE AND SCHOOL
  28 FAMILY’S HEALTH
  29 EMPLOYMENT OF SPOUSE
  29 FURTHER STUDY AND RECREATION

30 OTHER USEFUL LINKS AND APPS
GREETINGS FROM THE RECTOR

Pleased to meet you!

We are delighted that you will be joining our academic family. Our university is an international community of 50,000 students, faculty and other staff in which everyone brings something new to the whole. We want to enable a creative, international environment for learning and world class research.

Our community offers top class services for your support at all stages of your career at the University of Helsinki. We offer support for the arrival process and orientation for you and your family. Tools for professional development, support for applying for funding and models for career advancement are always at your reach. A variety of services and employee benefits are available to all our staff.

In this booklet you will find lots of useful information, as well as contact details for university and other support services. We hope you can take advantage of the opportunities for networking and creating yourself a good life here at the University of Helsinki.

Jari Niemelä

Rector
ARRIVAL SUPPORT FOR INTERNATIONAL STAFF

THE UNIVERSITY OF HELSINKI OFFERS EXCELLENT SERVICES FOR YOU. COMPETENT AND FRIENDLY STAFF HELPS YOU IN VARIOUS WAYS.

The University of Helsinki welcomes its new employees by offering support on relocation matters. The staff members at your department or unit and the HR services are there to help you.

The HR services of the University of Helsinki provide materials and counselling for all employees and grant researchers arriving to work at the University of Helsinki. Our purpose is to ensure that the relocation process of our new international staff members and their families runs as smoothly as possible. We also assist employees who plan to work abroad while working at UH.
YOUR ARRIVAL CONTACTS

DAILY HR ISSUES AND ORIENTATION » HR SERVICES & YOUR HOST UNIT/ DEPARTMENT

IMMIGRATION & REGISTRATIONS » THE RESPONSIBLE OFFICIALS, WWW.IHHELSINKI.FI

ADVICE ON RELOCATION MATTERS » UNIVERSITY OF HELSINKI UNIVERSITY WEBSITE » ARRIVAL AND FAMILY SUPPORT
IMMIGRATION
NORDIC CITIZEN
EU CITIZEN
NON-EU/EEA CITIZEN
FINNISH ID NUMBER
REQUIRED DOCUMENTS

LOCAL REGISTRATION
REGISTERING A MUNICIPALITY OF RESIDENCE
NOTIFICATION OF MOVE

SOCIAL SECURITY, HEALTH CARE AND INSURANCES
PRIVATE HEALTH INSURANCE
FINNISH SOCIAL SECURITY AND PUBLIC HEALTH CARE FOR FOREIGNERS
MELA SECURITY FOR GRANT RESEARCHERS
MEDICINES AND VACCINATIONS

PENSION

TAXATION
OBLIGATION TO PAY TAXES
TAX CARD AND LEVEL OF TAXATION
EMPLOYEE CONTRIBUTIONS

BANKING

ACCOMMODATION
UNIVERSITY OF HELSINKI HOUSING AND ACCOMMODATION
PRIVATE RENTAL MARKET

GETTING STARTED IN HELSINKI
PUBLIC TRANSPORTATION
MOBILE PHONE
IMMIGRATION

NORDIC CITIZEN

Citizens of Nordic countries must register with the local register office within one week from arrival in Finland when staying in Finland for more than six months.

EU CITIZEN

All citizens of EU or EEA countries or Switzerland staying in Finland for more than three months need to register their stay at the Finnish Immigration Service. Right of residence needs to be registered at a service point in person within three months from arrival.

NON-EU/EEA CITIZEN

Citizens of non-EU/EEA countries must obtain a visa or a residence permit before entering Finland. When working at the University of Helsinki, a residence permit needs to be applied for if the intended stay in Finland is longer than three months. A visa can be applied for shorter stays depending on the reason for the visit.

Researchers are typically required to apply for a researcher’s residence permit. Other permit types may also be possible.

The first residence permit can be valid for up to two years. Extensions can be applied at the Finnish Immigration Service. An appointment needs to be booked well in advance.

FINNISH ID NUMBER

A Finnish ID number is needed for managing affairs in Finland (e.g. opening a bank account, applying for eligibility for Finnish social security system). A Finnish ID number can be obtained when applying for a residence permit or EU registration.

The ID number can also be obtained at Digital and Population Data Services Agency DVV (at International House Helsinki). An ID number can be provided, if you are registered as a permanent resident in Finland or living in Finland on a temporary basis for work. If a person comes to work in Finland temporarily, the ID number may also be obtained from the tax office.

REQUIRED DOCUMENTS

Certain documents are required for completing the immigration formalities. Make sure to prepare the documents in advance. For more information on the necessary documents, consult the responsible authorities.

A Hosting Agreement from the University of Helsinki is requested by the Finnish Immigration Service, when applying for a residence permit and for other registration formalities.

Police of Finland www.poliisi.fi
Finnish Immigration Service www.migri.fi
Residence permit for a researcher: https://migri.fi/en/researcher
Notification of change of address, notification of move: www.posti.fi/changeaddress
LOCAL REGISTRATION

Digital and Population Data Services Agency (DVV) is the local population register authority. At their service point at International House Helsinki (IHH) you can register as a resident at a municipality in Finland and submit a notification of move. You can also obtain a Finnish ID number from IHH.

A foreigner is required to register at the local register office if he or she resides in Finland for at least 3 months.

You can take care of the following things at the DVV:

REGISTERING A MUNICIPALITY OF RESIDENCE

In order to get a municipality of residence in Finland, you must move to Finland permanently. If you have a municipality of residence in Finland you are usually entitled to the services provided by this municipality. Municipal services include for example public health care and day care for children.

NOTIFICATION OF MOVE

People moving to Finland either temporarily or permanently are obligated to submit a notification of change of address. It informs the state authorities about the change in your address. Mail is also directed to the correct address when the notification of move is done.

You can also obtain a Finnish ID number from the local register office.
PRIVATE HEALTH INSURANCE

It is advisable to have an insurance either from the home country or an international insurance company that covers the length of the stay or at least the first year in Finland.

The Student Insurance Program SIP is an insurance package that has been negotiated by the Finnish universities to sufficiently cover students and researchers arriving in Finland. It is available to all students and researchers coming to study or work at Finnish universities.

www.sipinsurance.eu

FINNISH SOCIAL SECURITY AND PUBLIC HEALTH CARE FOR FOREIGNERS

Permanent residents of Finland are entitled to Finnish public health care. The DVV and KELA (the Finnish social security institution) assess whether the residency in Finland is permanent. As a rule, a move to Finland is considered to be permanent by the DVV if one stays in Finland for at least one year (EU/EEA citizens) or two years (non-EU citizens).

KELA assesses whether one is entitled to coverage by the Finnish social security system. Eligibility to and coverage by the Finnish social security system depends on the reason and length of stay, for instance. You can apply for Kela benefits and the Kela card. When you apply for a benefit Kela determines whether you are considered to be permanently resident in Finland or if you can become entitled to Kela benefits on the basis of your employment.

EU citizens and those eligible are recommended to obtain a European Health Insurance Card from their country of residence.

www.kela.fi/web/en

MELA SECURITY FOR GRANT RESEARCHERS

Scholars receiving a grant or a scholarship from Finland for a period exceeding 4 months are obligated to seek coverage under a special insurance meant for grant recipients (MYEL). This insurance is provided by an institution called the Farmers’ Social Insurance Institution (MELA). It covers pension insurance, occupational accident insurance and group life insurance.

www.mela.fi/en/

MEDICINES AND VACCINATIONS

Finnish pharmacies are well stocked with all the basic medicines. Some medicines that are available in stores and supermarkets in other countries - such as Aspirin and various ointments - are only available in pharmacies in Finland. Some medicine is only available by prescription. Contact a pharmacy or a health care facility for more information.

Finland is one of Europe’s safest countries in terms of health and hygiene. Vaccinations or inoculations are rarely required before arrival.
PENSION

In Finland pensions of university employees are covered by one of two state pension systems, depending on the employee’s year of birth. The amount of earnings-related pension is affected by the working career, earnings and the pension accrual rate, which varies for people of different ages.

Pensions are funded through contributions from the employees and the employer. The employer deducts the employee’s pension contribution from the gross salary in connection with the payment of the salary and pays it along with the employer contribution to the pension company.

The amount of the contributions is based on a fixed percentage of the employee’s gross salary.

Grant recipients pay a pension contribution from their grant if they are eligible for MYEL coverage by MELA.

Finnish earnings related pension is paid out to all eligible employees regardless of their place of residence. The pension contributions are not paid out when a person leaves Finland. When the person becomes of pensionable age in Finland, the pension can be claimed from the pension fund.

Pension system in Finland

Finnish Centre for Pensions www.etk.fi/en
OBLIGATION TO PAY TAXES

Taxation of foreign researchers and other university staff in Finland varies according to how long they are staying in the country. The obligation to pay taxes also depends on the source of funding of the research.

Foreign citizens working for a Finnish employer are usually required to pay taxes in Finland. Researchers working on a grant may be required to pay taxes if the grant exceeds a certain yearly amount.

In addition to Finnish legislation, international tax treaties may affect your taxation in Finland.

TAX CARD AND LEVEL OF TAXATION

In order to pay the right amount of taxes from the salary a tax card needs to be obtained and delivered to the University salary administration. Without a tax card a 60% tax is initially withheld from the salary. A tax card can be obtained from the International House Helsinki service point or a local tax office branch.

The level of taxation of an employee arriving in Finland from abroad varies according to the length and funding of the stay in Finland. In most cases progressive taxation is applied to persons who reside in Finland for more than six months. If a person works in Finland for less than six months, usually a 35% tax at source is deducted from the salary. However, progressive taxation is also possible upon request.

EMPLOYEE CONTRIBUTIONS

Social security and pension contributions are always deducted from salaries in addition to taxes. These fees are automatically reduced from the salary and they are obligatory by law. In 2020 the employee contributions are the following:

- ELMA (Employee pension c.), 7.15%,
- ELMA for 53-62 year-olds 8.65%
- Unemployment contribution 1.25%

*according to data available 1/2020


CALCULATING YOUR FINAL INCOME

This table will help you assess how much money you will be receiving

<table>
<thead>
<tr>
<th>Calculating procedure</th>
<th>Example: salary 3444e/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Calculate the amount of your monthly taxes</td>
<td>tax percentage: 20% = 688,80e</td>
</tr>
<tr>
<td>2. Calculate the amount of your monthly employee contributions</td>
<td>ELMA (pension contr.) = 246,25e</td>
</tr>
<tr>
<td></td>
<td>Unemployment contribution= 43,05e</td>
</tr>
<tr>
<td>3. Deduct these sums from your monthly salary</td>
<td>3444e-688,80e-246,25e-43,05e = 2465,9 e</td>
</tr>
<tr>
<td>4. The amount of money paid to your account each month</td>
<td>2465,9e</td>
</tr>
</tbody>
</table>
ACCOMMODATION

UNIVERSITY OF HELSINKI HOUSING AND ACCOMMODATION

The University of Helsinki offers housing for staff members arriving from abroad. We recommend new employees consider this option and check availability from Unihome, a co-owned housing service of the University of Helsinki and Aalto University. For example Töölö Towers offers short-term housing for up to six months. The University of Helsinki also rents furnished and unfurnished apartments to its incoming staff. The rental period for these apartments is max. 2 years.

www.unihome.fi

BANKING

Opening a bank account is recommended for all staff members receiving salary from the University of Helsinki, especially if the intended stay in Finland is more than a few months.

All salaries and grants paid by the University of Helsinki can be paid to any bank account on the SEPA (single euro payments) area.

The practices regarding opening a bank account differ from bank to bank. A Finnish ID number is usually required. Please visit a bank office to inquire about further requirements.

PRIVATE RENTAL MARKET

There are several options available on the private rental market in Helsinki and the capital area. The rental market in the capital region is rather competitive and finding suitable housing may require some effort. It is not recommended to rent out property without first seeing the apartment in person.

Private house finding services are available at an additional cost.
GETTING STARTED IN HELSINKI

PUBLIC TRANSPORTATION

HSL (Helsinki Region Transport) operates the public transport services in the Helsinki metropolitan area. The public transport system is efficient and serves all areas in the metropolitan area. Commuter trains, buses, trams, metro and Suomenlinna ferry services are available depending on the route.

It is advisable to buy a personal Travel Card if you use the public transport regularly. A travel card can be used on public transport services in Helsinki, Espoo, Kauniainen, Vantaa, Kerava, Sipoo and Kirkkonummi. Travel cards can be purchased from HSL service points and R-kioski, for instance.

A reduced price for the travel cards is available for permanent residents of the Helsinki metropolitan area municipalities. Entitlement to this reduction requires registration at the DVV.

MOBILE PHONE

Mobile phones work in Finland almost everywhere and the networks covering the country are very reliable. Basic phones are available from supermarkets, department stores and mobile phone retailers.

A prepaid connection is basically the easiest and most affordable option for foreign persons coming to Finland. It is possible to get a connection with postpaid billing as well. Prepaid connections are offered by many different operators. They can be purchased from newsstands and supermarkets. Prices and terms of contract vary depending on operator policies.

TAXI

A taxi can be ordered through a dispatch service, through various mobile applications or by calling a taxi entrepreneur directly. Taxis will continue to be available at taxi ranks. At a taxi rank, customers can choose the car they want instead of taking the first car in the line. More information can be found on the Finnish Competition and Consumer Authority website.

ATM

ATM’s are available throughout the city and they are called the “OTTO”, "NOSTO" or "Pankkiautomaatti" in Finnish.

EMERGENCY NUMBER 112
FINNISHER IMMIGRATION SERVICE
NEAREST SERVICE POINTS

<table>
<thead>
<tr>
<th>Office</th>
<th>Visiting address</th>
<th>Appointment reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helsinki</td>
<td>Käenkuja 3 aA 00500 Helsinki</td>
<td>Appointment reservation: <a href="https://migri.vihta.com">https://migri.vihta.com</a></td>
</tr>
<tr>
<td>Lahti</td>
<td>Kirkkokatu 12 D 15140 Lahti</td>
<td>Appointment reservation: <a href="https://migri.vihta.com">https://migri.vihta.com</a></td>
</tr>
<tr>
<td>Tampere</td>
<td>Tekniikankatu 1 33720 Tampere</td>
<td>Appointment reservation: <a href="https://migri.vihta.com">https://migri.vihta.com</a></td>
</tr>
</tbody>
</table>

INTERNATIONAL HOUSE HELSINKI (IHH)

Shared service point for services on registration (DVV), employment, pension, social security and tax etc.

<table>
<thead>
<tr>
<th>Office</th>
<th>Visiting address and opening hours</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>International House Helsinki</td>
<td>Lintulahdenkuja 2, 00530 Helsinki 09:00-12:00 and 13:00-16:00 Mon-Fri</td>
<td>Web page: <a href="http://www.ihhelsinki.fi">www.ihhelsinki.fi</a></td>
</tr>
</tbody>
</table>
## Digital and Population Data Services Agency

<table>
<thead>
<tr>
<th>Office</th>
<th>Visiting address and opening hours</th>
<th>Contact details</th>
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</thead>
<tbody>
<tr>
<td>Helsinki</td>
<td>Lintulahdenkuja 2, 00530 Helsinki</td>
<td>Tel. +02955363201</td>
</tr>
<tr>
<td></td>
<td>09:00-16:15 Mon-Fri</td>
<td>09:00 - 12:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="https://turvaposti.dvv.fi">https://turvaposti.dvv.fi</a>, <a href="mailto:international@dvv.fi">international@dvv.fi</a></td>
</tr>
</tbody>
</table>

## TAX OFFICES

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<tr>
<th>Office</th>
<th>Visiting address and opening hours</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital region tax office IHH service point</td>
<td>Aleksanterinkatu 9, 4th floor, 00100 Helsinki</td>
<td>Tel. +358 (0)29512000</td>
</tr>
<tr>
<td>IHH service point is recommended for arriving international</td>
<td>09:00-16:15 Mon-Fri</td>
<td></td>
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</tbody>
</table>
WORKING AT THE UNIVERSITY OF HELSINKI

ORIENTATION

OCCUPATIONAL HEALTH CARE AND INSURANCE

RESEARCH SERVICES

LIBRARY SERVICES

LANGUAGE SERVICES

STUDYING FINNISH

STAFF TRAINING AND DEVELOPMENT

SPORTS FACILITIES - UNISPORT

LUNCH

JOIN OUR COMMUNITY

BUDDY PROGRAMME

EVENTS FOR INTERNATIONAL STAFF ASSOCIATIONS
WORKING AT THE UNIVERSITY OF HELSINKI

UH CONSIDERS STAFF TO BE ITS KEY RESOURCE AND AIMS TO BE AN INSPIRING AND THRIVING WORK COMMUNITY THAT BOOSTS ITS VISIBILITY AND ATTRACTIVENESS AS A GOOD EMPLOYER, IN ADDITION TO ENGAGING IN ACTIVE RECRUITMENT BOTH IN FINLAND AND ABROAD.

The University of Helsinki is an international academic community comprising 40,000 students and staff. We operate on four campuses in Helsinki and several other locations in Finland. The University is actively involved in many areas of society and creates connections around the world. The University of Helsinki is the workplace of more than 8,000 people, offering a range of opportunities in teaching and research as well as service and expert positions.

ORIENTATION

Orientation is available to all University of Helsinki employees. Our efficient orientation helps new employees quickly acquaint themselves with their work duties and become part of the professional community.

As for international staff, orientation includes many practical matters which must be handled before arrival in Finland. Arriving, settling in and adapting to everyday life in a foreign country calls for practical arrangements but also for special orientation.

New employees take part in orientation at their own unit. In addition to this, orientation events and activities to support the integration of our international staff are arranged regularly. Our selection entails This is your Campus and Experiencing Finland sessions for all new staff members of the university, Finnish language courses, multicultural trainings as well as events and tools for networking and free-time activities.
OCCUPATIONAL HEALTH CARE AND INSURANCE

The University of Helsinki invests in the welfare of its employees by offering preventative occupational health services and general medical care.

Occupational health care services are available for all University of Helsinki employees who work at least 14 hours per week. Family members or persons working on grants at the university are not entitled to use occupational health services.

UH employees can use occupational health services from Monday to Friday, 8.00–20.00, if their occupational health unit is open. Employees cannot use occupational health services at night, on weekends or on holidays that fall on a working day.

The occupational health unit for employees depends on the location of their workplace. The occupational health unit in the Helsinki Metropolitan Area is Mehiläinen Ympyrätaalo.

Not all health care is included in the service, including dental care. For these services you can visit the public or private health clinics.

All University of Helsinki employees are also insured for work-related travel and accidents.

USER ACCOUNT - IT SUPPORT SERVICES

The IT services of the university are provided by the IT Center. If you have any IT-related questions or problems, please visit the Helpdesk instructions site which is available 24/7 in Finnish, English and Swedish. You do not need to log in to use the instructions site.

The contact information and service hours of the IT Helpdesk can be found at the Helpdesk instructions site. We recommend that you read these useful IT instructions in advance:

In order to use the information systems of the University of Helsinki, you will need a user account. For instructions on applying for a user account, please visit the Helpdesk instructions site. The University of Helsinki uses the wireless eduroam network. You can access it with the username and password of your home university. If you do not have a username and password, you can create them before your arrival on the eduroam site. You can see if your home university uses eduroam by visiting this page. You can also find instructions for printing at the Helpdesk instructions page. If you do not yet have a University of Helsinki user account, see the Print in City printing instructions.
LIBRARY SERVICES

The Helsinki University Library operates on all four university campuses.

Helsinki University Library is open to everyone. A library card is needed in order to borrow materials. You can get a Helsinki University Library HELKA card from the library the first time you take out a loan by presenting an official ID. A library card is personal and the holder is responsible for material borrowed with it.

The library database HELKA can be accessed online through the library web site or at helka.linneanet.fi. The Helsinki University Library has more than 30,000 scientific journal subscriptions. If you are logged in to the Helsinki University Network, you have access to all the information resources (databases, e-journals, e-books) available at the University of Helsinki.

www.helsinki.fi/library

RESEARCH SERVICES

The University of Helsinki has Research Services available to support researchers in practical matters related to research. Research Services can help identify and acquire external funding sources, set up applications, provide capacity building and assist in legal questions related to research and business collaboration. It also advises researchers on innovation and invention issues.

The services are available to all staff members.
LANGUAGE SERVICES

Language Services offers high-quality training in 30 languages, language testing, translation and language revision to public bodies, institutes, companies and individuals. Students and staff members at the University of Helsinki are welcome to join the language courses or use any other services.

STUDYING FINNISH

Studying the Finnish language is recommended to all international staff members.

The highly popular Finnish for Foreigners courses are open to everyone. The courses are offered all year round, and they provide language training with experienced teachers in an international environment.

The Language services also offer an informal language buddy program. Finding a language buddy enables you to study a language working together in pairs.

www.helsinki.fi/languageservices

STAFF TRAINING AND DEVELOPMENT

Support for professional development is offered widely at the University of Helsinki. A range of staff training on a variety of topics is available to both academic and non-academic staff. Training is available for example on the following themes:

- Leadership and management
- Project management
- Research funding
- Communication and networking
- Workplace skills and work wellbeing
- Intercultural skills
- Finance
- It-systems
SPORTS FACILITIES - UNISPORT

UniSport, an exercise service provider owned jointly by the University of Helsinki and Aalto University, offers a wide range of low-cost exercise services on all campuses.

UniSport has first-class sports and exercise facilities in six locations around Helsinki and Espoo. Services include aerobics, gym facilities, group training and individual services. The Unisport staff at customer service points in the City Centre, Meilahti, Kumpula and Viikki and Töölö sports and exercise facilities are happy to help with any questions. The services are available to anyone, and UH staff and students can enjoy the services at a reduced price.

www.unisport.fi

LUNCH

UniCafe offers tasty and affordable lunches, refreshing beverages and lovely pastries at the UniCafe restaurants in various locations on all campuses. UH staff members can buy lunch at the campus restaurants for a reduced price by presenting a staff card.

www.hyyravintolat.fi/en
JOIN OUR COMMUNITY

UNIBUDDY PROGRAMME

The University of Helsinki wants to promote the integration of its new, international researchers, staff and doctoral students. The newly can have their own UniBuddy at the university, who helps getting into the social world of university, Helsinki Metropolitan area and Finland as well. Voluntary university staff members act as UniBuddies.

EveryBuddy needs SomeBuddy!
You can sign up to have a UniBuddy already before your arrival.

www.helsinki.fi/unibuddy

EVENTS FOR INTERNATIONAL STAFF

The University of Helsinki supports the integration of its international staff members by organizing various events. Follow up on the university intranet Flamma to hear about the opportunities.

ASSOCIATIONS

Tsemppi
Tsemppi PhD is made up of PhD students and Post-doc researchers in Helsinki. Tsemppi is a great way to meet other international and internationally minded students and researchers. The organization promotes the interests of international students and researchers, and raises awareness of their needs and contributions at the University of Helsinki as well as in Helsinki and Finland in general.

http://blogs.helsinki.fi/tsemppi-hy

The Association of Doctoral Students at the University of Helsinki
The Association of Doctoral Students at the University of Helsinki organizes University-wide collaboration of doctoral students including workshops, after work events and promotion of interests.

http://blogs.helsinki.fi/phd-association

HYY, The Student Union of the University of Helsinki
University of Helsinki Staff members with a Doctoral student status can become members of the Student Union of the University of Helsinki. HYY provides its members with guidance services and interest representation as well as various membership benefits.

hyy.helsinki.fi
FAMILY MATTERS

IMMIGRATION AND REGISTRATION
DAY CARE AND SCHOOL
FAMILY’S HEALTH
EMPLOYMENT OF SPOUSE
FURTHER STUDY AND RECREATION
IMMIGRATION AND REGISTRATION

We advise family members moving to Finland to go through the immigration formalities listed in the beginning of this guide.

If a residence permit is required it is advisable to apply for the researcher’s and family member’s permits at the same time.

Registration of family members at the local register office requires documentation on family ties. It is essential to prepare these documents before arrival in Finland. The documents need to be available or translated to Finnish, English or Swedish and must be legalised by an Apostille certificate or Grand Legalisation procedure.

The following documents may be required:
- Legalised and translated marriage certificate and divorce certificates
- Legalised and translated birth certificates for children
- For unmarried couples: lease or other documentation proving length of cohabitation

FAMILY’S HEALTH

Finland offers excellent health care services for families. Finland is, for example, internationally known for its child health clinic system offering services for young children. Health care services are offered both by the public and the private sector.

It is important to plan the insurance coverage for family members before arrival in Finland. The coverage can be funded in several ways.

Family members taking up permanent residence in Finland can be fully covered by the Finnish social security system (Kela) and be entitled to use the public health care services. KELA will assess the family’s eligibility for the system after the family’s arrival in Finland.

It is advisable to get a private insurance from the country of residence or an international insurance company. It is also advisable to get a European Health Insurance Card for each family member, if applicable. Family members are not entitled to occupational health care services provided for the employees of the University of Helsinki.

Medical records, prescriptions and immunization records of family members should be collected before arrival.

DAY CARE AND SCHOOL

Finland has an internationally renowned, award-winning education system. There is a variety of facilities offering high-quality education for children in the Helsinki capital area.

Day care is available to all children under school age in day care centers and family day care. There is a selection of both public and private providers of day care in the capital area. Day care in foreign languages is mainly organized by private providers. Children aged six can attend preschool teaching, which is arranged in day care centers and comprehensive schools. The costs for day care can partly be reimbursed if the child lives in Finland permanently.

Schooling is offered to all children both in public and private schools. Basic education at comprehensive school usually starts when children are seven years old and continues until they are 16 years old. While instruction in foreign languages is mainly offered by private schools, some Helsinki city schools offer instruction in a foreign language as well. Children must be enrolled into school by their parents. Public compulsory schooling is provided free of charge.

After receiving basic education in comprehensive school children attend upper secondary school. From there they can continue to vocational or high schools. School and day care enrollment are recommended to be completed well in advance.

IMMIGRATION LINKS FOR FAMILY

Finnish immigration service: www.migri.fi
Moving to Finland to be with a family member

KELA
www.kela.fi, For families

Information on Apostille www.hcch.net
EMPLOYMENT OF SPOUSE

The Finnish labour market needs new employees on many fields. Finding employment in Finland requires a certain spirit of enterprise, an active approach and an open mind. Work opportunities are advertised through the public employment services as well recruitment agencies, sites listing job offerings and social media channels. Many jobs are so-called hidden jobs that are not announced for application publicly.

It is important to make sure that the permit matters are in order for employment in Finland. EU/EEA nationals have the right to work in Finland. For citizens of other countries the right to work depends on the type of the residence permit.

Public employment services www.tepalvelut.fi

FURTHER STUDY AND RECREATION

Finland offers a range of educational and recreational opportunities for the whole family.

Degree studies are provided by high schools, vocational institutes, universities and universities of applied sciences. For degree studies an application procedure needs to be followed. Degree studies are normally free of charge.

There are many options also for non-degree studies. Providers of these studies include open universities or open universities of applied sciences, summer universities and adult education centers. Studies are usually subject to a fee. Finnish language courses are offered by a range of providers.

The Helsinki area has a vivid cultural scene, plenty of sports opportunities and excellent library services available for everyone. Nature is always nearby in Finland. Helsinki offers a variety of outdoor areas throughout the city, both inland and beside the sea. The City of Helsinki also owns several recreational areas in neighbouring municipalities.

Finnish courses www.finnishcourses.fi

Studying as a hobby www.infofinland.fi

Adult Education Centres

Leisure in the Helsinki region www.infopankki.fi, Leisure in the Helsinki region

SCHOOL SYSTEM AND SERVICES IN HELSINKI

• Municipal day care providers
• Language oriented day care
• Pre-school education
• Comprehensive education
• General upper secondary education

www.hel.fi » Daycare and Education

General information on services for families in Helsinki www.infopankki.fi, family in Helsinki

Education system in Finland www.infopankki.fi, education
OTHER USEFUL LINKS AND APPS

UNI Arrival Advisor
Advice on immigration formalities etc. for students and researchers
www.uniarrival.helsinki.fi

EURAXESS Finland
Advice for researchers on moving to and working in Finland
www.euraxess.fi

The Official Travel Site of Finland
Visit Finland, www.visitfinland.com

This is Finland
Things you should and shouldn’t know
www.finland.fi

Finland in your language
Information about Finland in 14 languages
www.infofinland.fi

The city of Helsinki’s official website for tourism and travel information

Helsinki mobile apps
Download different mobile applications to find your favorite activities, events, restaurants, see what is happening around Helsinki and find your way from Hernesaari Harbour to city centre. We recommend you to download the application at home before your journey.
www.forumvirium.fi, appstore

Helsinki Region
Open data from the Helsinki Metropolitan Area
www.hri.fi/en

Virka Info
Virka Info is a public information service for Helsinki residents, located in the Helsinki City Hall lobby. The centre offers general information and advice on living and working in the Helsinki area as well as special advice and guidance on immigration issues.
Helsinki City Information for immigrants

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