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Arrival and settling in
Entry and residence

Welcome to Aalto University

Congratulations! Soon you will arrive at Aalto University and start your studies and life here. This Welcome Guide for International Students is meant for new international students of Aalto University, both exchange and degree students. This Guide is meant to provide you the most essential information before and upon arrival in Finland. Please take a moment and read through this Guide, we are sure it is useful for you when preparing to start your life here.

Before Arrival

When you start planning moving to Finland you should pay attention to entry and residence regulations. When arriving in Finland, citizens of Nordic countries and European Union countries, as well as Switzerland, Liechtenstein and San Marino need an official identity card or passport (passport recommended, it may be required e.g. if opening a bank account in Finland or when travelling outside Finland).

All other foreigners coming from outside EU/EEA countries (European Economic Area) need a valid passport.

All non-EU citizens should check at a local Finnish embassy or consulate whether also a visa or a residence permit for Finland is required. If the residence permit is required, an application for it must be submitted and processed before departure for Finland in the country of your permanent residence. It is your own responsibility to acquire all the necessary documents. You are advised to start the application process immediately after you have received the admission letter from Aalto University.

EU/EEA citizens

EU-citizens and citizens of Liechtenstein and Switzerland do not need a residence permit but upon arrival in Finland you must register your right to reside in Finland if your stay lasts for longer than three months. This registration of residence is done at the Finnish Immigration Service (MIGRI) service point in Helsinki. However, citizens of Nordic countries are registered at Maistraatti (local register office) if they stay in Finland longer than 6 months. See more information in the chapter After arrival.

NON EU/EEA-citizens – visa

If the studies last for less than three months, only a visa is needed. The visa is granted for a maximum of three months and cannot be extended in Finland. The visa has to be applied for before departure to Finland in the country where you permanently reside. Finland has an agreement abolishing this requirement with about 80 countries. Please check at your local Finnish consulate/embassy whether your country is among them.
NON EU/EEA-citizens – residence permit
Citizens coming from a country outside the EU/EEA and who intend to stay in Finland for longer than three months have to obtain a residence permit through the Finnish embassy or consulate in their home country BEFORE arrival in Finland. Finnish Immigration Service - MIGRI - will provide application forms and further information on application process. An application is done via e-service of MIGRI. E-service is called EnterFinland.fi.

You can also follow the process electronically. However, remember that a personal visit to the Finnish Embassy is also required for identification and fingerprinting. Your application will not be processed before you’ve visited a Finnish embassy.

All Finnish embassies and consulates are listed at www.formin.fi. If there is no Finnish embassy or consulate in your country, contact a Finnish mission in another country to confirm your visit.

Detailed instructions for residence permit application are available at MIGRI and EnterFinland.fi websites. However, some main guidelines are presented below:

1. Fixed-term permit
Permit for studies is temporary by its nature. Residence permit is usually granted for one academic year (or one semester if exchange studies last only for one semester) at the time. If your studies last longer, a new residence permit is required for each year. Please see more information at the chapter: After arrival, Extension of the residence permit.

2. Income requirement
In order to get the residence permit for Finland you must have a secured livelihood. You are required to demonstrate that you have sufficient funds to cover all your expenses and living costs in Finland. You will need to have at least € 560 euros a month / € 6,720 available for one year of residence to support yourself. You must have the necessary funds in your own bank account. An account statement will not be necessary if you have been awarded a scholarship (by a government, an association or an educational institution) for the purpose of your studies. In that case, please attach a scholarship decision.

Note! Likewise, if you are liable to pay tuition fee you must be able to demonstrate that you have sufficient funds to pay for a fee or the proof of the paid fee. For more information, read MIGRI’s instructions on how to proof the means of support and funds for tuition fee / scholarship!

3. Health Insurance
In order to get the residence permit for Finland you must have a valid health insurance. Obtaining the health insurance is obligatory. Without the valid insurance residence permit cannot be granted. Your health insurance must fulfill certain requirements, depending on the length of your studies in Finland. Please read more in the chapter: Health insurance

The university does not provide any health insurance for foreign students. You can find an insurance policy that fits Finland’s requirements by checking e.g. SIP Marsh (www.sipinsurance.eu).

Note! MIGRI processes all residence permit applications based on studying as urgent. If your application is approved, you will get a biometric residence permit card. The card will be delivered to the Finnish embassy. It’s not possible to expedite the delivery of the card or collect the card from Finland. You must wait for the residence permit card before arrival in Finland.

Note! When applying for your first residence permit, you can also ask to be registered in the Finnish Population Information System. This way you can receive a Finnish personal ID-code at the same time as you are issued with the permit, id-code makes your life in Finland easier.

Note! If you stay in Finland on permanent basis (over 1 year) you need to ask for home municipality registered for you after arrival in Finland. This requires a personal visit at Maistraatti office. Please read more information from this chapter: After arrival: Maistraatti.
After Arrival

Note! As of 1 January 2017 the Finnish Immigration Service (MIGRI) will be responsible for accepting applications for residence permits as well as other permits for foreign nationals (including EU-citizens residence registration). Until the end of 2016 applications were submitted to the local police department but from the beginning of 2017 MIGRI will handle all the applications. Read more information from MIGRI’s webpages.

Registering the residence, EU/EEA citizens
EU-citizens and citizens of Liechtenstein and Switzerland do not need the residence permit for Finland but they must apply for a right to reside in Finland, if the studies last for more than three months. EU-citizen’s registration is done at the MIGRI’s service point in Helsinki (street address: Käenkuja 3 A3). It is advisable to book an appointment beforehand, however, it is also possible to just go there and queue (be prepared for a long queue!)

Note! You have a possibility to request for Finnish personal id-code in the same time when registering the residence as EU-citizen. It is advisable to request for this id-code since it makes many things easier (e.g. opening a bank account, usage of digital student card is dependant on Finnish id-code etc.) easier in Finland. If you will get the id-code, please remember to inform also Aalto University Student Services about it.

Documents required for registering the residence
• Application form (online form available at EnterFinland.fi service or printable form available at the MIGRI website)
• Certificate of student status (from the university)
• Passport/ID-card
• European Health Insurance Card (EHIC)
• Proof of sufficient funds (e.g. proof of scholarship, bank statements)
• Fee: €54

It is strongly recommend to submit the application electronically via EnterFinland.fi service. However, a personal visit at Migri service desk with original documents is still required. Make sure to book an appointment to MIGRI well in advance because waiting times are really long. It is also possible to queue (recommended to be there early in the morning!) for the service desk.

• You can use a credit card or Finnish online banking services to pay the application online. You may also pay the application fee when you visit Migri.
• Note! If for some reason you cannot use EnterFinland-service, you can fill in the printable application form and return it with all required enclosures directly to MIGRI.

Registering the residence, citizens of Nordic countries
Citizens of the Nordic countries (Denmark, including the Faroe Islands and Greenland, Finland, Iceland, Norway and Sweden) are registered at a Register Office (Maistraatti) if their stay in Finland lasts longer than 6 months. Therefore, if you plan to stay in Finland for longer than 6 months and you are moving from one Nordic country to another, you must inform Maistraatti / Magistrate and visit the office to prove your identity. Your details are then transferred electronically from the country of origin to the destination country. If you stay in Finland less than 6 months you can still register at Maistraatti but the move to Finland is considered as temporary by its nature. Please read more information from the webpages of Finnish Maistraatti.
Extension of the residence permit (non EU-students)

Residence permits for studies are usually granted for one year at the time. Remember to apply for extension for your residence permit before your first permit expires. You must submit an application for extension to MIGRI in Finland. Note that extensions can only be applied in Finland, not from abroad. If you are forced to apply for your next residence permit abroad instead of Finland, you will need to apply for a new permit again (not extension).

Application for the residence permit extension can be made electronically via EnterFinland.fi service. However, you will still need to visit at the MIGRI Service point with original documents and to pick up a new residence permit card.

• **Note!** If for some reason you cannot use online service you can find a printable application form from the website of Finnish Immigration Service (MIGRI) and submit all the documents directly to MIGRI.

• You can use a credit card or Finnish online banking services to pay the application online. You may also pay the application fee when you visit Migri.

Please note that processing times for extension vary quite a lot in different cities, also within Helsinki metropolitan area. Therefore, it is recommended to apply for extension well in advance before your current permit expires (not more than three months before). However, make sure to book an appointment to MIGRI well in advance because waiting times are really long.

In order to get the residence permit renewed, you must prove that you are still registered at the university, that you have still some valid study time left and you have proceeded in your studies (i.e. earned credits). The valid health insurance is also required! You need the following enclosures (MIGRI may also ask for other documents if necessary):

• Application form (you can use an online application at EnterFinland.fi service or find a printable form from MIGRI’s website > studying)

• Passport and current residence permit card

• Certificate of student status (from University Student Services preferably after you have enrolled for an upcoming academic year)

• Transcript of records (studies must have proceeded)

• Proof of deposit of €6,720 on your bank account (+ bank statements from the last 3 months)

• Proof of sufficient funds for a tuition fee (if applicable) or a proof of a tuition fee waiver

• One passport sized photograph (no older than 6 months)

• Proof of valid health insurance

• Fee: €168
**After arrival: Maistraatti**

If you are intending to stay in Finland for more than a year (regardless of your nationality), you are required to register at Maistraatti (the local register office in the municipality you live in), and register your personal information in the Population Information System. The information registered is used for such purposes as elections, taxation, municipal health care, judicial administration and collecting statistics.

At Maistraatti you can also apply for home municipality if you fulfill the necessary criteria. You may also get a personal ID-code if you have not received it before (when applying for a residence permit or when registering as EU-citizen in Finland). Personal id-code is needed e.g. for taxation and may be helpful in many other practical issues, such as opening a mobile phone connection or opening a bank account. Note that if you get any salary / scholarship from Finland, personal ID-code is required to enable payments.

Note that especially for master’s degree students it is necessary to register at Maistraatti in order to be able to purchase a personal travel card for public transportation. (Student discount on travel card is admitted only for those master’s degree students who have registered at Maistraatti and been admitted home municipality in the capital area)

Exchange or free mover guest students or double degree students (staying in Finland less than 1 year) are not necessarily required to register at Maistraatti since they have not moved to Finland on permanent basis and thus they are not usually granted a permanent home municipality in Finland. Registration is not needed for this group of students for travel card (local transportation) purposes either. If there is a need for Finnish personal id-code (e.g. taxation) and code has not been issued before (with residence permit application / Eu-citizen’s registration by MIGRI), it can be applied at the Maistraatti office.

**Home municipality (domicile, municipality of residence)**

Permanent home municipality (domicile) is granted for those students who fulfill the requirements set by law:

- Non EU-citizens: studies will last a minimum of 2 years in Finland and the residence permit is valid for at least a year
- EU/EEA-citizens: studies will last a minimum of 1 year in Finland and the right to reside in Finland has been registered at the local police department

You can collect a document verifying the duration of the studies (Certificate of student status) from Learning Services of your school. You should take your passport / official ID-card with you to Maistraatti as well.

Those who obtain a permanent home municipality in Finland are entitled to use some municipal services, e.g. right to use the municipal health care services in the same way as Finnish citizens. However, some of the other social benefits may require a longer stay in Finland and e.g. a permanent or continuous residence permit.
Contact information of Maistraatti

Registration of foreign nationals moving to Finland is processed only in following Maistraatti offices: Helsinki, Porvoo and Tammisaari. Students living in capital area (Helsinki, Espoo, Vantaa) are advised to visit Helsinki Maistraatti. *(Please note that Maistraatti in Espoo does not handle registrations anymore.)*

Helsinki Maistraatti
Address: Albertinkatu 25, 00180 Helsinki
(in Kamppi area, near Punavuori)
Tel. 0295539391 (switchboard)
Registration of foreigners, tel. 0295536320
Email: info.uusimaa@maistraatti.fi / international.uusimaa@maistraatti.fi
Office hours: 9:00-16:15

Espoo Maistraatti *(does not handle registration for foreign nationals anymore)* Visit here only if you have some other business (e.g. marriage)
Address: Itätuulentie 1, 02100 Espoo (in Tapiola area)
Tel. 0295539301 (switchboard)
Office hours: 9:00-16:15

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Personal ID-code (henkilötunnus)

The Finnish personal ID-code (i.e. social security number) is a means of identification that is more specific than a name. A foreign citizen is usually issued a personal ID-code if his/her residence in Finland is permanent by its nature or exceeds one year. Persons staying in Finland on a temporary basis can also be issued the code, e.g. for taxation. However, no permanent status is granted for them and therefore they do not have the same rights and benefits as persons who have a permanent home municipality registered for them. When registering at Maistraatti (or within couple of weeks of your registration) you will receive the personal ID-code. Remember to inform also Learning Services of your school at Aalto so that your personal ID-code can be updated in the student register.

*Note! Non EU-citizens:*

Non EU-citizens, who have applied for the residence permit for Finland had a possibility to ask to be registered in the Finnish Population Information System already at the same time when applying for the residence permit. This way non EU-citizens may already have a Finnish ID-code when arriving in Finland. This helps with many practical things, such as opening a bank account. However, you are not automatically registered as a resident of a certain city when you receive a personal identity code, i.e. you are not automatically given a home municipality. You need a home municipality in order to use the services provided by the city or the municipality, such as healthcare services. To be registered with a home municipality you need to visit your local Maistraatti office in person. This concerns especially students who are staying in Finland for more than one year, it is important to remember you are required to visit at the Maistraatti office personally in order to get your Finnish address and your home municipality registered in the Population Information System.

EU-citizens may ask for the personal ID-code when registering their right of residence at MIGRI after arrival in Finland. Remember to inform also Learning Services of your school at Aalto so that your personal ID-code can be updated in the student register.

Notification of move

You should make a notification of move (muuttoilmoitus) within one week of your arrival in Finland. This can be done by filling out a form available at the Maistraatti office or at Posti (post office). If you will register at Maistraatti, it is easiest to fill out the notification of move at the same time.

Exchange students who move to Finland only on temporary basis do not need to register at Maistraatti, but they must remember to make the notification of move e.g by filling out the form available at post offices. This is to inform Post about your address in Finland.

Remember to make a notification of move also when you leave Finland.

If you later on move inside Finland you should always make a new notification of move. In this case, it is possible to make the notification also by phone tel. +358 295535535 or online (www.posti.fi/changeaddress), but this requires online bank ID or an identity card with a chip. You can always use the forms available at post offices and Maistraatti as well.

Please remember to update any changes in your contact information also to the university’s database. You can do this online in the student register system WebOodi.
Continue your journey from the airport

Your studies will start with an orientation for new students. Information on orientation schedule will be sent to you with the admission letter. Please follow the instructions you will receive from our own Aalto school.

You will be also assigned a student tutor whom you can ask guidance regarding arrival. However, student tutors are not necessarily always able to meet all students at the airport. Anyway, it is easy and safe to use taxis and buses to travel in the Helsinki region.

By taxi
• Taxi stations are located outside the arrivals areas of the terminals. The taxi journey from the airport to the centre of Helsinki takes about half an hour and costs approximately EUR 35-40.
• There are also three taxi operators at Helsinki Airport that offer special taxi services, such as fixed-fare shared taxi services and chartered drives. This may be a good option if you arrive with a group of friends, for example. The location, opening hours and contact information of taxi operators here.

By train
• A recently opened local train connection will take you to the city center in about 30 minutes.

By bus
• The Finnair City Bus to the centre of Helsinki (main railway station)
• Regional buses number 615 and 615T to centre of Helsinki (central railway station). Information on timetables and routes on the HSL (Helsinki Region Transport) homepage.
• At the airport, the bus stops are situated in front of the terminals. For the exact location of bus stops, please see the maps for terminal 1 and terminal 2.
• The bus journey from the airport to Helsinki centre takes approximately 35 minutes.
• A regional bus ticket is valid for the whole journey and costs approx. EUR 5. Tickets can be bought from a ticket vending machine at the bus stop or from the driver on the bus. Also mobile tickets available, please read more here.

More information on the Helsinki Airport homepage.

How to travel in the Helsinki region

The public transportation system in the Helsinki region is reliable and efficient. For almost any part of the region there is a public transport connection either by bus, the local train, tram or metro or by a combination of these. You can find the correct route by using the Helsinki Region Transport journey planner. Type your from and to addresses as well as the time of departure or arrival into the journey planner and the service will search the best connections for your journey.

HOAS’ main office is located in the centre of Helsinki at Pohjoinen Rautatiekatu 29, a walking distance from the central railway station and Kamppi. (Kamppi is a shopping centre and also the main bus terminal in Helsinki.) AYY main office (including housing office) is located in Otaniemi campus.

Buses from centre of Helsinki to Otaniemi campus
• From Kamppi bus terminal (located on the ground floor of Kamppi shopping centre): buses number 102, 102T (via Lauttasaari) or 103
• From Kamppi (outside the shopping centre, along Fredrikinkatu street): buses number 194, 195
• Bus timetables and routes
• From Helsinki to Otaniemi in Espoo, you need to buy a single, regional ticket. It costs approx. EUR 5. Tickets can be purchased from ticket vending machines in Kamppi and the central railway station and from the driver on the bus. Also mobile tickets available, please read more here.
Aalto University Otaniemi campus, Aalto University Töölö campus and Aalto University Arabia campus.

• **Note!** Once you have enrolled at the university and settled in, you can apply for a personal travel card, which makes moving around much easier. Read more information in the section “living in the Helsinki region, local transportation”.

• **Note!** There will be major changes in public transport (e.g. bus routes) in 2017 (exact time is not known). Metro starts to operate from Helsinki to Matinkylä (Espoo). Metro route goes to Otaniemi as well. This will have effect on most of the bus routes. Note that bus routes, bus numbers etc. will change. Please check updated information from HSL website.

From the centre of Helsinki to Arabia campus
• From the central railway station: buses number 68, 71, 71V
• From the central railway station: tram number 6
• See the timetables and routes
• A single ticket inside Helsinki costs around 3 euros. Tickets can be purchased from ticket vending machines at the central railway station and from the driver on the bus or tram. Also mobile tickets available, please read more here.
• Note! Once you have enrolled at the university and settled in, you can apply for a personal travel card, which makes moving around much easier. Read more information in the section “living in the Helsinki region, local transportation”.
Arrival Checklist

Checklist for international degree students  
(to be executed in order)

1. AYY membership  
REQUIRED  
• Whole year €116 (or if paid separately, 57 EUR for autumn term and 59 EUR for spring term).  
• where: AYY Office, Otakaari 11 (Otaniemi campus) / Hämeentie 135C (Arabia campus) / Pop-up office at Töölö campus  
• when: as soon as possible after arrival

2. Enrollment at Aalto  
REQUIRED  
• where: Learning Services of your Aalto School (degree students). Please follow the enrolment instructions given in your admission letter.  
• when: as soon as possible / after payment of AYY membership fee  
• Note! If you are liable to pay tuition fee, make sure that the fee has been paid by the instructions you have received from the university. Enrolling as attending is not possible unless the fee has been paid and the amount has been received by the university.

3. Apply for a student card.  
OPTIONAL/RECOMMENDED  
• You may order a plastic student card (15 EUR), and/or use a free application for your smartphone (Frank App).  
• where: www.frank.fi  
• when: after enrollment. Use of Frank App requires a Finnish Identity Code from the local register office (Helsinki Maistraatti), and you will need to register your Finnish ID Code at your Aalto school’s Learning Services

4. Travel card with student discount  
OPTIONAL/RECOMMENDED  
• You will also be able to register and use the travel card for printing at the Aalto University secure printing system.  
• where: discount form signed and stamped at the Study Services of your Aalto school, to be taken to any HSL service point  
• when: after enrollment

5. Residence registration (54 EUR)  
REQUIRED for EU citizens staying in Finland for over 3 months  
• where: Finnish Immigration Service, Käenkuja 3 A3, 00500 Helsinki  
• when: within 3 months of arrival. Please book a time well in advance at https://enterfinland.fi/eServices

6. Registration into the Finnish Population Information System and receiving a Finnish personal identity code  
REQUIRED (if you are staying in Finland more than a year)  
• Required for e.g. opening a Finnish bank account, getting a municipal library card, Frank.fi free mobile student card app.  
• where: Finnish Immigration Service, Käenkuja 3 A3, 00500 Helsinki or Local register office (Helsinki Maistraatti), Albertinkatu 25, 00180 Helsinki  
• when: as soon as possible. You can download the registration form in advance at http://www.suomi.fi/suomifi/english/eservices/forms/maist_xlu/index.html

7. Other things to consider after enrolment  
OPTIONAL/RECOMMENDED  
• Joining a guild (engineering sciences) / student association (arts, business) of your study programme  
• Joining other student association(s)  
• Ordering a library card  
• You can also use your personal student card as a library card if there is a barcode printed on the card. In that case the card first needs to be activated by visiting the library customer service  
• You can use your HSL travel card to access the library outside opening hours, by first activating the card online
• Joining the AYY international students email list
• Joining relevant Facebook groups for your School / associations

Checklist for international exchange students
(to be executed in order)

1. AYY membership
OPTIONAL/RECOMMENDED
• Whole year €116 (or if paid separately, 57 EUR for autumn term and 59 EUR for spring term).
• where: AYY Office, Otakaari 11 (Otaniemi campus) / Hämeentie 135C (Arabia campus) / Pop-up office at Töölö campus
• when: as soon as possible after arrival

2. Enrollment at Aalto
REQUIRED
• where: Learning Services of your Aalto School, according to the instructions you have received with your admission letter
• when: as soon as possible / after payment of AYY membership fee

3. Apply for a student card.
OPTIONAL/RECOMMENDED
• You may order a plastic student card (15 EUR), and/or use a free application for your smartphone (Frank App)
• where: www.frank.fi
• when: after enrollment. Use of Frank App requires a Finnish Identity Code from the local register office (Helsinki Maistraatti), and you will need to register your Finnish ID Code at your Aalto school’s Learning Services

4. Travel card with student discount
OPTIONAL/RECOMMENDED
• where: discount form signed and stamped at the Study Services of your Aalto school, to be take to any HSL service point
• when: after enrollment

5. Residence registration (54 EUR)
REQUIRED for EU citizens staying in Finland for over 3 months
• where: Finnish Immigration Service, Käenkuja 3 A3, 00500 Helsinki
• when: within 3 months of arrival. Please book a time well in advance at https://enterfinland.fi/eservices

6. Registration into the Finnish Population Information System, Finnish personal identity code
OPTIONAL/RECOMMENDED
• Required for e.g. opening a Finnish bank account, getting a municipal library card, Frank.fi free mobile student card app.
• where: Finnish Immigration Service, Käenkuja 3 A3, 00500 Helsinki or Local register office (Helsinki Maistraatti), Albertinkatu 25, 00180 Helsinki
• when: as soon as possible. You can download the registration form in advance at http://www.suomi.fi/suomifi/english/eservices/forms/maistraatti/index.html

7. Other things to consider after enrolment:
OPTIONAL/RECOMMENDED
• Joining a guild (engineering sciences) / student association (arts, business) of your study programme
• Joining other student association(s)
• Ordering a library card
• You can also use your personal student card as a library card if there is a barcode printed on the card. In that case the card first needs to be activated by visiting the library customer service
• You can use your HSL travel card to access the library outside opening hours, by first activating the card online
• Joining the AYY international students email list
• Joining relevant Facebook groups for your School / associations
Health insurance

Aalto students have access to a health insurance which is pre-approved by the Finnish Immigration Service MIGRI and covers all requirements as set out by law. University does not provide health insurance for foreign students. As FSHS (Finnish Student Health Services) only provide basic health care services (and not perform medical operations or have emergency services) please make sure that you have a valid health insurance. The costs of treatment at a hospital may rise to several hundreds or even thousands of euros if you need hospital care and laboratory tests for several days. The university is not responsible for any payments or arrangements.

Insurance that covers the necessary requirements is SIP Marsh (www.sipinsurance.eu)

*Note!* SIP Marsh also offers an option to extend the insurance (with extra fee) to cover the tourist travels (e.g. weekend trips) during the stay in Finland. Otherwise it only covers study-related travels.

Other options for insurance coverage

There are other options besides SIP as well. If considering other options, remember to make sure that the insurance fulfills the necessary requirements. You can search for other options e.g. from MIGRI’s website (check: Where can I get the health insurance that I am required to have before applying for a residence permit for studies?). General information on insurance and health care in Finland is available at Study in Finland-website as well.

Students from non-EU/EEA countries

Citizens of non-EU/EEA countries are required to have valid health insurance already at the time when applying for the residence permit for Finland. This is compulsory requirement for obtaining residence permit for studies lasting more than three months. The same requirement applies for both degree seeking and exchange/free mover students. Students from Quebec, Canada are exempted from the health insurance requirement.

Health insurance must fulfill certain requirements, depending on the length of your studies in Finland.

- If your studies in Finland last 2 years or more: your insurance must cover medical expenses up to at least 30,000 euros.
- If your studies last less than 2 years: your insurance must cover both sickness and accident related medical expenses up to at least 100,000 euros.
- You must have insurance for your entire stay in Finland. Your insurance must be valid at the time of your arrival in Finland. Take out a one-year insurance policy if you intend to study in Finland for one year or longer. Be sure to renew your insurance prior to expiry.

Students from EU/EEA countries and Switzerland

Citizens of EU/EEA-countries are entitled to medical care while staying temporarily in another EU/EEA-country. The European Health Insurance Card (EHIC) serves as a proof of the entitlement. By presenting the card you can use the services of the municipal health care centres and in case of emergency you are entitled to the same benefits with the same costs as local residents. You should make sure you have the EHIC card with you when arriving in Finland.

It is strongly recommended to have also a private insurance (e.g. SIP Marsh) as an additional security. Please note that the individual systems of the EU countries and practices surrounding the use of the EHIC card may vary.
Enrolment and registration

What you need to do when you arrive

At the university
- Participate in the orientation (organised in the beginning of the autumn and spring term)
- Get to know places at the university
- Start registering for courses using the WebOodi system
- Remember that you can always ask for help from your own school or from your tutor!
- See also Arrival Checklist

For new international student
Please note that these instructions apply to students, who have foreign educational background. Students with Finnish educational background should follow the instructions given in their admission material. Please note that enrolment instructions are subject to change, so you should always check the student information portal Into for up-to-date information.

New international students have to enroll personally upon arrival at their own Aalto School. As a new student, you are advised to plan your arrival so that you can participate in the orientation. If, for some reason, your arrival is delayed, you have to contact the Learning Services beforehand – failure to enroll during enrolment period will result you to lose your study place. If you wish to attend lectures and examinations and earn credits, you must register as attending.

Student Union membership fee
All Aalto University’s bachelor’s and master’s degree seeking students who register as attending are required to join the Student Union (AYY) by paying the membership fee prior to enrolment. For guest students (exchange and other guest students) joining the Student Union is optional but highly recommended. As a member of the Student Union you get many benefits. You can also get a student card that makes your life in Finland easier in many ways. If you decide to become a member of the Student Union, please pay the membership fee prior to enrolment.

For doctoral students, the Student Union membership fee is optional. Membership requires payment of the membership fee. Please note that as a doctoral student you are not entitled to student discounts, even if you are a member of the Student Union.

For more information on student union membership, please see the AYY homepage ayy.fi

You can use cash or credit card to make the payment.

Please bring with you your letter of admission.
If you wish to pay the fee in a bank, payment instructions are available in the AYY webpage at http://ayy.fi/en/students/membership-and-fees/payment-instructions/

The student union membership fee for bachelor- and master-level students is €116 for the academic year or €57 for the autumn term and €59 for the spring term. The membership fee for doctoral level (postgraduate) students is €42 for the academic year or €20 for the autumn term and €22 for the spring term.

Please keep the receipt of the paid student union membership fee and also your certificate of student status showing that you have joined the student union. You can use one of these two documents as proof of your AYY membership on campus until you get your student card. Before you get the card, these documents will entitle you to basic health care services from the Finnish Student Health Services (FSHS) and to student discounts in university canteens and restaurants.

How to enroll as attending
The enrolment takes place at the Learning Services of Your Aalto School. Please bring with you:

- Receipt of the paid Student Union fee.
- Note that the fee must be paid prior to enrolment. Fee is compulsory for master’s degree students and optional for exchange and other guest students, and doctoral students.
- Passport or an internationally recognised identification card for citizens of EU countries
- Admission letter

During enrolment you need to fill in the registration information form. You will be given a personal student number and a certificate of student status. During enrolment you will also receive your Aalto IT account username and password.

The certificate of student status is an important document which you may need later on for many purposes (opening a bank account, signing the tenancy agreement etc.). It is not possible to get the certificate of student status before completing your enrolment.

For the students who pay tuition fees: if you are liable to pay tuition fee, please make sure that the fee has been paid by the due date indicated in the invoice sent to you. Enrolling as attending is not possible unless the fee has been paid and the amount has been received by the university.

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New students can pay the AYY membership fee at a Student Union Office, which are located at

**Otaniemi campus**
Otakaari 11, 02150 Espoo
opening hours: weekdays 9-11 and 12-16 (cashier services are open 12-14)
email: otaniemi(a)ayy.fi
telephone: +358 50 520 9400 / +358 50 520 9401

**Arabia campus**
Hämeentie 135 C, 5. floor, room 564 (entrance C), 00560 Helsinki
opening hours: mon & fri 12-14, tue-thu 12-15
email: arabia(a)ayy.fi
telephone: +358 50 520 9489

**Töölö campus**
Runeberginkatu 14-16, 00260 Helsinki
ONLY 6.9.2017
For continuing students
Students must enrol each year to confirm whether they are attending or non-attending.

If you wish to earn credits, you must register as attending. The official enrolment period for the new academic year usually begins in mid-May and lasts until mid-September. During the enrolment period you should enrol online either as attending or non-attending. If you need a certificate of student status for the next academic year (e.g. for extending your residence permit), it can be obtained from the Learning Services of your school.

For students who pay tuition fees, invoice will be sent before enrollment period for the next academic year begins.

What to take with you
The essentials to bring with you
• passport or ID, residence permit
• admission letter
• documents required to open a bank account in Finland
• Credit card, also some cash (euros)
• the medication you may require and original prescriptions for that
• proof of Health Insurance, or European Health Insurance Card for EU citizens

What is required to open a bank account in Finland
All banks operate throughout Finland; the largest ones are Nordea, Danske Bank, Aktia and Osuuspankki (OP).

EU has created stricter regulations for banks in all EU countries. It is therefore now more difficult to get a bank account for international students and staff here in Finland. You should bring with you your:
• Letter of Reference from your bank in your home country (in English)
• Bank account statements for three (3) months from your bank in your home country
• Letter of acceptance from the university
• Any scholarship notification that you may have (if applicable)

Once you are in Finland, you will need to take all the above documents and the ones below to the bank:
• Finnish identity code from Maistraatti (if you have one)
• Your address in Finland
• Passport
• Visa and residence permit (if applicable)

See also: Opening a bank account (once you are in Finland)
Aalto University organises orientation for new international students. Orientation is organized every year in August or September for students arriving in the autumn and in January for students arriving for the spring term. All new international students are expected to participate in the orientation.

The programme includes important information on studies as well as practical information on living in Finland. You’ll get to know people and places and you’ll meet other students as well as the staff from student services.

More information about the orientation and other events that are organised for new Aalto students is available in the Aalto First Year Experience homepage at https://into.aalto.fi/display/enafye/Homepage

**Student tutors**

Each school has its own student tutor or tutors, who help out the new students in practical matters related to arrival and student life.

The goal of tutoring is not only to familiarize new students with their studies, but also to warmly welcome all new students into the academic community of Aalto including the student associations and student guilds.

More general information about tutoring can be found at the Student Union website: http://ayy.fi/en/students/new-students/tutors/
Studying and student life
**Academic calendar**

In Aalto University the academic year is divided into five teaching periods. Each period is 7 weeks long. The autumn term comprises of two and spring term of three periods. The teaching associated with courses is provided during the teaching periods. The last week of each teaching period also serves as an evaluation week, in addition to which there are two evaluation periods outside the teaching periods. The teaching periods and evaluation periods are:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer teaching period</td>
<td>Tue 1.8. – Thu 31.8.2017</td>
<td>31–35</td>
</tr>
<tr>
<td>1. evaluation period and orientation for new students</td>
<td>Mon 4.9. – Fri 8.9.2017</td>
<td>36</td>
</tr>
<tr>
<td>I teaching period</td>
<td>Mon 11.9. – Fri 27.10.2017</td>
<td>37–43</td>
</tr>
<tr>
<td>I evaluation &amp; examination week</td>
<td>Mon 23.10. – Fri 27.10.2017</td>
<td>43</td>
</tr>
<tr>
<td>II teaching period</td>
<td>Mon 30.10. – Fri 15.12.2017</td>
<td>44–50</td>
</tr>
<tr>
<td>II evaluation &amp; examination week</td>
<td>Mon 11.12. – Fri 15.12.2017</td>
<td>50</td>
</tr>
<tr>
<td>2. evaluation period</td>
<td>Mon 18.12. – Fri 22.12.2017</td>
<td>51</td>
</tr>
</tbody>
</table>

**Spring term 2018**

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>III period</td>
<td>Mon 2.1. – Fri 16.2.2018</td>
<td>1–7</td>
</tr>
<tr>
<td>III evaluation &amp; examination week</td>
<td>Mon 12.2. – Fri 16.2.2018</td>
<td>7</td>
</tr>
<tr>
<td>IV period</td>
<td>Mon 19.2. – Fri 6.4.2018</td>
<td>8–14</td>
</tr>
<tr>
<td>IV evaluation &amp; examination week</td>
<td>Tue 3.4. – Fri 6.4.2018</td>
<td>14</td>
</tr>
<tr>
<td>V period</td>
<td>Mon 9.4. – Fri 25.5.2018</td>
<td>15–21</td>
</tr>
<tr>
<td>V evaluation &amp; examination week</td>
<td>Mon 21.5. – Fri 25.5.2018</td>
<td>21</td>
</tr>
<tr>
<td>Summer teaching period</td>
<td>Mon 28.5. – Tue 31.7.2018</td>
<td>22–31</td>
</tr>
</tbody>
</table>

**Taking courses**

Teaching is provided during five periods (periods I and II in the autumn term and III, IV and V in the spring term). Examinations or other forms of evaluation and assessment are usually held at the end of each period.

The most common form of courses in Aalto University is a lecture. In addition to the lectures, a course may include other assignments as well. These can be for example individual or group assignments, problem-solving exercises or labora-
tory work. Students may need to sign up for these separately. The credits obtained from a course include lectures, exercises and the individual work the students do for a course.

Courses usually last either one or two periods, but some courses may extent over a longer period lasting three or more periods.

**Into**
All the information on studying, degree programmes, services for students, administrative processes regarding studies etc. can be found at the Into web portal at into.aalto.fi.

You can access the Into web portal without logging in, but after you have enrolled at the university and got your IT account activated you are also able to customize the portal according to your interests.

Into consists of several sites: all of the Aalto Schools have their own sites for both Bachelor and Master’s students and for Doctoral candidates. Services also have their own site. You can start browsing Into by selecting your School under the title Bachelor and Master’s Students or Doctoral Candidates.

Into is a twin service for the intranet Inside for Aalto staff. While the content of Inside is targeted at staff, the content of Into is designed for students. Both groups gain access to the each other’s channels.

Into does not extend to course-related matters - specific course information is available in WebOodi and on course websites in MyCourses.

The main parts of Into are:

**Bachelor and Master’s Students:** The most important source of information for Bachelor and Master’s students; content is organized by School and by degree programme/department. Here you will find, for instance, information on degree structures, guidelines for the practices concerning studies, enrolment for the academic year, graduation and exchange studies as well as news.

**Doctoral Candidates:** The most important source of information for doctoral candidates, organized by doctoral programme. Contains information related to doctoral studies.

**Services:** A set of links to the Aalto services that support students and studies (e.g. Library, IT Services).

**Campuses:** Links to practical information concerning the campuses.

**About Aalto:** General information and news about Aalto University.

**My Into**
The My Into link is behind your own name, when you are signed into Into. You can choose your favorite content for the My Into home page and see the highlights of the most recent news of your favorites. You can choose as a favorite for example your School, your degree programme/department or other fields you are interested in, for example Library from the Services. Log in with your Aalto account.

**RSS-feeds**
You can subscribe to RSS feeds by Schools, Departments/Programmes, and services. In addition, you can subscribe to RSS feed of the news of your favourite sites and the latest grant applications. The feed includes the title of the piece of news (or grant) and a link to the news in Into.
WebOodi

In Aalto University, registration for courses, exams and the academic year is done through the WebOodi (oodi.aalto.fi). All courses and basic information concerning the courses can be found in the WebOodi.

You can search for courses and access course information also outside the university without logging in, but in order to register for courses and exams, you will need an Aalto University IT account and password, which you will get upon enrolment.

Via WebOodi students can
• register for courses and exams
• make their personal study plan
• order an unofficial copy of transcript of records
• have a look at course outlines and schedules
• make alterations concerning their personal data

The WebOodi application also contains an electronic version of the course catalog. Students may also for example check out the exam dates, the availability of the course literature in the library or the evaluation criteria before signing up.

The deadline for a registration is 7 days before the exam/course begins. For certain courses there are different rules, for detailed information please check Course Descriptions by Subjects.

MyCourses

MyCourses portal is a tool for everyday course work and communication. It also contains course descriptions. For students it provides personalized information about the courses they are taking. For teachers it is a tool for publishing e.g. course schedules, lecture materials as well as course news.

MyCourses includes the following functionalities:
• Workspace user administration
• Access rights for different groups (course attendees, small groups, members of the Aalto community, web users)
• Communication, guidance and news
• Publishing course schedule
• Distributing course material (attachment files)
• Giving and submitting assignments
• Online examinations
• Sending email
• Bulletin boards
• Online chats
• Surveys (forms, multiple choice questions)
• Monitoring students’ progress in assignments
• Evaluation tools

In addition to these basic functionalities, the service will include plug-ins and other services, such as plagiarism detection and co-authoring.
Credits and grading

Aalto University uses the ECTS European Credit Transfer System. The Bachelor’s degree in Aalto University consists of 180 credits (ECTS) and the Master’s degree of 120 credits (ECTS). One academic year of studies requires approximately 1600 hours of full-time work, which is equivalent to 60 credits (ECTS).

The workload required to complete a course or a degree programme is given in ECTS credits, which translates into Finnish as opintopiste.

To be able to earn credits from a course, you must pass the course. Failed or dropped courses will not appear on your transcript of records.

If you receive the grade 0, you have not passed the course and you must retake the exam or other possible failed part of the course. If you receive the grade 1, you have passed the course with the lowest grade. If your grade is 5, you have achieved the best grade. Failed courses (0) will be marked in the study register, but they do not appear on the official transcript of records.

Some courses do not use number grading, but give only a “pass” or “fail” mark. A “pass” or “fail” mark cannot be converted into a numerical grade. The grading requirements of each course will be explained in the beginning of the course.

Grading system

The grading scale for courses is from 1 (lowest passing grade) to 5 (highest).

<table>
<thead>
<tr>
<th>Aalto Grade</th>
<th>Indicative corresponding ECTS Grade*</th>
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</thead>
<tbody>
<tr>
<td>5 (highest)</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
</tr>
</tbody>
</table>
| 1 (lowest passing grade) | E
| 0 (Failed, won’t appear in the transcript of records) | F / FX |

*Please note that the conversion table above is only indicative, because Aalto University does not use the Gaussian Curve for grading.

Transcript of records

The official transcript of records can be obtained on request from the Learning Services of each school. Please note that official transcript of records is not sent automatically to exchange students after the exchange period. Official transcript with handwritten signature and stamp are send on request only. Requests must be addressed to the Learning Services of your School. On our transcript, only passed courses will show.

If your study right is valid, you can also download official digitally signed electronic transcript from WebOodi (oodi.aalto.fi). Electronic transcript is a PDF document equipped with a digital signature to confirm its authenticity and integrity. Digital signature replaces handwritten signature and stamp.

Remember to keep your contact information updated in Oodi.

Exams

Registration for examinations is mandatory at all Aalto University schools. Even though you have registered for the course in WebOodi, the exam requires a separate registration. Registration has to be done latest one week before the examination via WebOodi (oodi.aalto.fi).
The list of students registered for the examination is checked before the start of the examination, and only the registered students are let in the examination hall. In large examinations, everyone may be let in the examination hall and the registration is checked after the examination; in such cases the examination papers of those not registered for the examination will not be corrected.

On the actual exam day, you need to be in the right place at the exact time. In the exam hall you may take only writing material with you and must carefully follow all the orders given by the exam supervisor.

Students can attend the same examination for a maximum of three times. Students can try to pass the exam after having failed or if they wish to improve an earlier grade. Students can also have two exams at the same time. Then register for both, go to the classroom of one of the exams, tell the supervisor that you have another exam as well, they’ll get it for you, you’ll do both of the exams in the given time.

Note! Plagiarism in course work and cheating in exams are taken very seriously and will lead to disciplinary measures. Using mobile phones during exams is strictly forbidden.

Language studies

Aalto University has a Language Centre (language-center.aalto.fi), which is a university-level service unit offering education and services in languages and communication. Language Centre is responsible for providing education in languages, academic writing and communication for both students and staff.

Learning Finnish

There are many reasons to learn some Finnish while you study in Finland. It can help you get settled in to your new country and everyday tasks, such as going to the grocery store, will become easier. It will also help you to understand the Finns better. And if you intend to stay in Finland after your studies, it will definitely help you in your job search to know one of the local languages.

Those students who are interested in studying Finnish can participate in the language courses (Finnish for foreigners) offered by the Language Centre. There is a variety of courses and students can choose one that suits them best. Basic Finnish courses are very popular and we strongly recommend that you sign up early.

In addition to Aalto’s Language Centre, you can also study Finnish at Aalto University Open University (avoin.aalto.fi) or University of Helsinki Language Centre (www.helsinki.fi/kksc). Please note that there is a course fee for these courses.

In the summer you can take inexpensive language courses in Helsinki Summer University (www.kesayliopistohki.fi). Also Helsinki Institute of Adult education (www.helao.fi) and other Adult Education Institutes of the capital region (ilmonet.fi) offer language courses.

Also remember that learning Finnish does not occur only inside the walls of the classroom, self-study is a way to learn at your own pace, for which many user-friendly options are available on the internet:

• Uuno – made especially for foreign students in a very visual style
• Easyfinnish – an online starter course made by YLE, Finland’s national public broadcasting service
• Supisuomea – also by YLE, a series of videos produced for language study, with supporting material online
• FSI Language Courses – a conversational Finnish course in audio file format
• LinguHouse – language learning geared towards travelers
• Uusi kielemme blog – a collection of grammar, vocabulary and more

Other languages

For those who already know some Finnish, Language Centre offers courses in English, French, German, Chinese, Japanese, Spanish, Swedish, Italian and Russian. The language of instructions in the above mentioned courses is mainly Finnish, so basic knowledge of Finnish might be needed in order to be able to follow the class.
Services on campus

IT Services
IT Services provides the university community with basic IT services including e-mail accounts, wireless network, printing, other external devices and facilities. The user is responsible for all usage of his/her account. The IT Services web pages are available at Into: into.aalto.fi/display/enit/Home-page.

IT Support
All Aalto campuses have IT Service Desks. Contact information and office hours are available on the IT homepage at into.aalto.fi/display/enit/Homepage. The IT Service Desk e-mail address is servicedesk@aalto.fi.

The IT web services are available in English for all members of the Aalto University at https://inside.aalto.fi/display/ITServices/Home. You can log on to Inside with your Aalto username and password.

Aalto account and printing
Every student of the Aalto University gets an Aalto account with a password, and an aalto.fi e-mail address. You can check your e-mail address via the Webmail service at mail.aalto.fi. For more information on accounts and changing password, please visit https://into.aalto.fi/display/enit/Accounts+and+passwords.

You need a printing card for access to the printers. The card can be an HSL Travel Card, a student card (Frank, formerly Lyyra), or a printing card purchased at a Unigrafia service point. Find more information about printing on https://into.aalto.fi/display/enit/SecurePrint+and+PrintingPoints.

Computer facilities
IT Services maintains IT classrooms on all campuses. For more information on locations, opening hours, software and devices, visit the Inside service at https://inside.aalto.fi/display/ITServices/Facilities.

Using your own computer
Using your own computer is allowed and you can access the open wireless network. The university provides Symantec antivirus services for free for the duration of your studies. You can download the application via download.aalto.fi (Aalto login required). Be advised the license agreement is tied to the duration of your studies.

Library services
Aalto University Learning Centre lib.aalto.fi/en offers diverse library and information services including extensive electronic and printed collections from the fields of studies taught at the University. The Learning Centre also organises instruction on library use, information retrieval and publishing for students and staff. The Learning Centre premises are open to all users.

Aalto Finna https://aalto.finna.fi/ is a search portal of electronic and printed books and journals, reference and full-text databases and other resources. Via logging into Aalto Finna you can also see your own information: loans, fines and due dates. You can also renew your loans and reserve books in Aalto Finna. Learning Centre has made useful resource guides to help you: http://libguides.aalto.fi/en.

Learning Centre maintains AALTO/DOC publication archive https://aaltodoc.aalto.fi/ where all electronic publications, including theses of Aalto University and its predecessors are available.
The best way to get a library card is to order it: https://web.lib.aalto.fi/en/forms/asiakas_eng/. When you come to pick-up the card you will have to prove your identity with an official identification card. Rules and rights of use and additional information: http://lib.aalto.fi/en/services/.

The silent rooms and university chaplains
The silent rooms provide a peaceful space for prayer and reflection. Regardless of philosophy of life or religious beliefs, students and staff can visit the silent rooms for a moment’s solitude and rest from the world outside. The silent rooms can be found for example in:

Chemistry Building, Kemistintie 1, 02150 Espoo, open on workdays, further information from the janitors

Computer Science and Engineering Building, Konemiehentie 2, 02150 Espoo, room B164, open during the building opening hours, further information from the janitors

Also in Töölö campus, Runeberginkatu 14-16, 00101 Helsinki, there is a possibility for a moment in silence and solitude in a quiet place. Further information from the janitors.

Find information about the university chaplaincy on https://into.aalto.fi/display/enchaplain/Homepage. You can also contact the chaplains on Otaniemi campus (University Chaplains Panu Mäkelä panu.makela@evl.fi and Heidi Zitting heidi.zitting@evl.fi) and on Arabia and Töölö campus (University Chaplain Henri Järvinen henri.jarvinen@evl.fi). There is also a Chapel in Otaniemi, in Jämeräntaival 8, a space for prayer and reflection, open every day.

Wellbeing

Staying well is a top priority when you arrive in a new environment, adjust to life at Aalto University, and begin your studies. Both mental well-being and physical health are significant for academic success. Therefore:

• Take care of yourself physically by exercising regularly, eating nutritiously, getting enough sleep, and seeing a doctor promptly if health concerns arise.
• Maintain your social well-being by staying connected to friends and family at home and becom-
ing involved on campus to make new friends at Aalto. We all need friends and activities that provide relaxation and fun.

• Care for yourself emotionally. Transitioning to a new university community can be stressful and you may have feelings and worries that you don’t normally experience. It is important to be aware of your feelings and reactions, as you begin life in Finland and at Aalto and reach out for support early on if you feel that you are having difficulties with coping.

• Set yourself up for academic success by establishing both academic and personal goals and priorities, learning effective time management strategies and strengthening your study skills.

Transition to a new country, culture and academic institution is very demanding and untreated health problems can further challenge you.

Nyyti - student support centre
Nyyti students’ support centre offers confidential counselling, support and an outsider’s perspective on various situations in life, when you feel helpless or cannot cope alone. Nyyti’s most popular services are web groups where we discuss various themes during the academic terms. In cooperation with Nyyti, AYY organises hang out nights that are open to all students. See the hangout night dates in AYY’s event calendar or weekly newsletter.

Cultural transition

The process of adjusting to a new culture takes many people by surprise. Adapting to your new life at Aalto may take some adjustment. Many students go through a period of being frustrated or disenchanted with their new environment, sometimes called cultural transition or culture shock. This is a normal part of adjusting to a new place. If you feel “lost in translation,” just remember that you are not alone – many other international students have similar experiences. Although each person’s experience will be different and will depend on the individual, the following are typical stages of cultural transition:

Honeymoon stage
When you first arrive, you may experience exhilaration, anticipation, nervousness, and excitement. Remember that settling in takes a significant amount of time and energy. This stage can last from a few days or weeks to several months, depending on your circumstances.

Hostility stage
In the second or third month, you may begin to notice annoying details about your new environment. It may seem as if people in Finland don’t understand you, or you may have difficulty understanding them. You may feel frustrated or depressed, angry, or powerless when you have trouble communicating or getting things done, or seemingly for no reason at all. You might wish things could be as they are at home – or you might wish you were at home! Don’t despair. These feelings usually fade as you gain persistence in getting to know your new environment.

Tips for managing cultural transitions

• Give yourself time to adjust to your new environment.
• Attend a club or activity that meets regularly so that you meet people and make friends faster. Try to introduce yourself to at least one person each time you go. Keep in touch with friends and family back home. These relationships can help keep you grounded.
• Manage your stress by staying healthy: eat well, get enough sleep, and stay physically active.
• Talk with other students about your cultural transition – you will be surprised by how many of them have or have had similar experiences.
• If you are having difficulty with the transition, talk to the Finnish Student Health Service (FSHS or YTHS in Finnish) or the Psychology Service at the university. In Finland, talking to professionals is an accepted way of dealing with problems.
Acceptance stage
After some weeks or months, you may start appreciating the differences between your home country and your new environment. You may regain a sense of humour and feel more balanced. The mistakes and misunderstandings that would have frustrated you before may now just make you laugh.

Adaptation stage
Eventually, you may begin to feel at home in your new environment and find greater satisfaction, both personally and academically.

Sports
UniSport (unisport.fi) is a joint venture between Aalto University and the University of Helsinki offering sports and exercise services. The goal of UniSport is to promote well-being in the academic community and society by increasing awareness of personal wellbeing, providing sports and exercise opportunities as well as fostering an environment conducive to exercise.

There are lots of possibilities to find the sport or type of exercise that best suits your study rhythm. Challenge a friend to a salsa class or take a break from the books on a climbing wall! UniSport offers exercise services at the two universities' six campuses (Otaniemi, Töölö, Helsinki City Centre, Meilahti, Kumpula and Viikki).

Training
A UniSport training card gives you access to all gyms from morning to evening on all the campuses mentioned. You can participate in group fitness sessions as well as ball sports practices and clinics. There are different kinds of sports grounds and gyms on the different campuses, and you can book time in a gym for yourself or your group. Take friends or people from your course to play badminton or floor ball, or even dance. Courses in various sports guarantee an easy way of getting to know new sports or leaning more - from jazz dance to weight-lifting. The courses are chargeable.

To learn more and get the feeling: Facebook: Unisport (Helsinki, Espoo)

Club activities
Are you a team player or would you rather exercise on your own but need other enthusiasts to share experiences with? Check out if you can find your own sports club or association from the wide selection of Student Union sporting activities (ayy.fi).

Equality
Aalto University is committed to operating ethically, equally and transparently. The aim is to ensure an equal working and study environment in which students and employees regardless of gender, position and background are treated equally. Students are offered equal opportunities to participate in teaching, project work and research activities, and their study performance is evaluated fairly, based on clearly defined learning outcomes declared in advance.

The responsibility to promote equality applies to all members of the university community and all members of the community are expected to conduct themselves in accordance with the Aalto University Equality Plan. The Equality Plan is based on the strategy and values of the university. It is intended to support everyone studying and working at Aalto. Furthermore, the plan is regulated by statutory obligations (Act on Equality between Women and Men and Non-Discrimination Act). Legislation obligates universities to actively promote equality in student admission and the selection of other persons, as well as in study and work arrangements. Aalto University requires good conduct and respect for equality from its personnel and students.

More information:
Equality and Diversity (aalto.fi)
into.aalto.fi > Bachelor and Master’s Students > Your School
Equality at Aalto (inside.aalto.fi)
Aalto Equality Committee (inside.aalto.fi)
Code of conduct
What is discrimination?
The Aalto University Equality Plan and Finnish legislation prohibit discrimination and harassment. Discrimination and harassment on any of the grounds stated in the Plan are taken seriously. Discrimination involves treating a person or particular group of people unfairly or differently, because of their skin colour, sex, sexuality, etc. It denies people opportunities and excludes, hurts, or isolates them for reasons that are unrelated to their academic or employment performance.

What is harassment?
Harassment is a form of discrimination that involves a wide range of unwelcome comments or behaviours that humiliate, intimidate, exclude, or isolate an individual or group. Harassment can be either a single, serious incident or a pattern of related, repeated incidents. Harassment is defined by the impact of the behaviour on the person being harassed, rather than by the intent of the harasser. It is not necessary for the target of the harassment to object to the offensive behaviour to make it harassment, for the harasser should know whether or not the behaviour is welcome. In Finland, women and men have the same rights, and no one has to tolerate any form of unwelcome or uninvited sexual advances.

Examples of harassment include:
• Making racist, sexist, or homophobic jokes or remarks.
• Touching another person in a sexual manner without that person’s consent.
• Making repeated advances on a person after that person has indicated a lack of interest.
• Offering or being offered rewards or compensation in exchange for sexual favours or being threatened with some sort of punishment for not complying with sexual advances.

What should I do if I face inappropriate treatment?
Aalto University Student Union (AYY) has two Harassment Contact Persons. AYY defends its members’ welfare not only in studies-related matters but in other issues as well. Discriminating talk, sexist jokes, racial slurs and sexual harassment will not be tolerated. If you experience sexual harassment, bullying or other unacceptable behaviour at the university, do not hesitate to contact AYY’s harassment contact persons. Write down what happened, when it happened and who were present in the situation. You should also keep any e-mails or other messages. Documented material allows AYY to investigate the matter.

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Accessibility

Aalto University understands the importance of fostering the well-being and academic progress of all its students through accessible services and support throughout the studies. The diversity of the Aalto community is apparent in all the six Aalto schools and their campuses, classes, student organisations and residential life. Appreciation of diversity at all levels not only is a general resource for the entire university community, but more importantly, empowers all our students to reach their full potential.

Physical and psychological disabilities can limit the student’s ability to pursue studies. Disabilities affect the abilities to study in varying and individual ways. In order to facilitate studying, it is possible for a student with disabilities to apply for extended time in an examination, or ask for technical aid or other support. These cases can be agreed upon with the Learning Services staff or the teacher of the course in question.

However, should the student’s disability require the help of a personal assistant or the purchase of a particular piece of equipment, for example, the student should be prepared to provide for the costs if he/she is not a permanent resident of Finland. If the student is a permanent resident of Finland, the Social Insurance Institution of Finland (Kela) or the student’s home municipality normally covers the costs of this kind of accommodations. Students with disabilities or specific learning difficulties are recommended to contact the Learning Services well in advance for advice and information, preferably at the time of applying. Please remember to give detailed information on the kind of support and accommodations needed.

More information:
Diversity and accessibility for Students (into.aalto.fi)
Diverse learners (into.aalto.fi)
into.aalto.fi > Bachelor and Master’s Students >
Your School

Safety

Finland is a safe country, but keep your head with you. Below is listed some safety issues.

Contact information in case of emergency
The emergency number is 112.

It is generally advised that you should have the abbreviation ICE (In Case of Emergency) included in the contact information of the persons, who you want to be contacted for example in case you get into an accident. This is also very important if you have severe allergies or some medication.

Crimes and security

In general, Finland is a safe country, but you should still stay aware of what is happening around you. In Finland, it is typical that laws and regulations are followed. Laws concerning for example narcotics are strict, as also are the punishments and fines.

Traffic

Whether you are planning to drive a car in Finland or not, you should acknowledge the effects of the climate and the four seasons in Finland. During winter the streets and the roads can be very slippery, which affects the stopping distances of cars.

If you are to drive in Finland, keep in mind that wearing a seatbelt and keeping the lights on are obligatory. It is also obligatory to have winter tyres during the winter. More information about traffic and road safety can be found from here https://www.liikenneturva.fi/en/road-safety.
Health Care

In Finland, there is a health care system meant for students provided by the Finnish Student Health Services and students can also turn to municipal or private health care. The right to use different health services depends on the student’s status (degree student or exchange/free mover/guest student), country of origin (EU/EEA citizen or non-EU/EEA citizen) and the membership of the student union. Read carefully the guidelines below.

Finnish Student Health Services

The Finnish Student Health Services (FSHS or YTHS in Finnish, www.yths.fi) provides basic health care services for university students and students in other university level institutions in Finland. The services offered by the FSHS include general health care, medical care and mental health care as well as dental and oral health care. The FSHS does not provide hospital care, maternity care, child or family care, or night and weekend duty services.

The right to use the services

Bachelor’s and Master’s level degree-seeking students have a compulsory membership in the student union. They are entitled to all FSHS services after paying the student union membership fee. The same applies to exchange, free mover and guest students: if they join the student union and pay the membership fee, they are entitled to all FSHS services. Postgraduate (doctoral level) students are not entitled to FSHS services, even if they are members of the student union.

When coming for an appointment at FSHS, you have to present a valid student card or an official student certificate that you can collect from Learning Services.

Services: free of charge and chargeable

FSHS is open weekdays during the day (depending on the centre) from 8 AM to 3 PM on Mon-Thu and from 8 AM to 2 PM on Fri. FSHS is closed during weekends and public holidays. To get an appointment, you should call the closest FSHS office to you. To get the phone numbers and information about fees, please visit their website: www.yths.fi.

Where to go if FSHS and municipal health centres are closed (e.g. in case of emergency)?

Telephone health advice (24 h)
Helsinki +358 9 310 10023
Espoo +358 9 87 10023

Please note that you need to have the European health insurance card (EU/EEA citizens) or private health insurance to cover the expenses! Call +358 9 310 10023 in Helsinki (24h) or +358 87 10023 in Espoo (24h) to find out your nearest health care centre or hospital or:

Espoo
Jorvi Hospital, Turuntie 150, Mon – Fri 16–08, Sat-Sun 24h, tel. (09) 4711

Helsinki
Inhabitants of the East, South-eastern, North-eastern and Northern Helsinki
-> Malmi Hospital and Emergency Room, Talvelantie 6, J-Wing, 00700 Helsinki
Mon – Fri 16–8 & Sat – Sun 24 h, tel. (09) 310 67204
Inhabitants of the Southern, Central and Western Helsinki
-> Haartman Hospital and Emergency Room, Haartmaninkatu 4, Building 12, Mon – Fri 16–8 & Sat – Sun 24 h, tel. (09) 310 63231 or (09) 310 5018

Vantaa
Peijas Hospital, Sairaalakatu 1, 01400 Vantaa, tel. 09 471 67137

Note that you should mainly seek in to the emergency hospital in your home town, but all residents from Helsinki/Espoo/Vantaa/Kauniainen with acute need for medical attention can also seek emergency care from any emergency hospital in the area.
When the FSHS health centre is closed, in case of sudden illness requiring urgent treatment, please contact the health centre of your municipality of residence or call the public health consultation +358 9 310 10023 (Helsinki) or +358 9 87 10023 (Espoo). Most of FSHS services are free but some appointments cost between €10.00–40.00. When coming for an appointment, you need to provide a student card or other evidence of the payment of the student union fee.

Missed appointments
For an appointment missed without cancellation, FSHS charges a fee of €35.00.

Duration of entitlement to the services
Even after graduation, students are entitled to the FSHS services as long as they are members of the student union, i.e. as long as the student card label indicates; either until the end of the term or until the end of the academic year (for example, 2017-2018 until the end of July 2018).

FSHS Helsinki-Espoo Health Centres
The FSHS has health centres in 20 cities. Otaniemi campus has its own FSHS health centre, and nearest to students in Arabia and in the School of Business is the Töölä health centre (also a service point in Viikki, open only on Wednesdays). Students can use the services of any FSHS health centres. However, please note that only members of the student union are entitled to the FSHS services.

Otaniemi, Otakaari 12, 02150 Espoo
Open Mon–Thu 8:00 – 15:00 and Fri 8:00 –14:00

Töölä, Tööläntie 37 A, 00260 Helsinki
Open Mon–Thu 8:00 – 15:00 and Fri 8:00 –14:00

Viikki, Viikkukaari 11 (1st floor, room 110 C), 00790 Helsinki, Open Wednesdays 8:00 – 15:00

Health care for exchange/free mover/guest students
Exchange/free mover/guest students who are not members of the student union cannot use the Finnish Student Health Services. However, if they decide to join the student union, they can also use the services of FSHS.

EU/EEA citizens
The citizens of the European Union’s 28 member states plus the citizens of Iceland, Liechtenstein, Norway and Switzerland get access to the public sector health care services (municipal health centres) during temporary visits abroad with the European Health Insurance card. Please remember to obtain a card from your home country. It will save you time, hassle and money if you fall ill or suffer an injury while abroad. For more information on the services available:

• in Helsinki: www.hel.fi
• in Espoo: www.espoo.fi
Non-EU/EEA citizens
Exchange/free mover/guest students from non-EU/EEA countries can turn to private health services, e.g.:
- Mehiläinen (www.mehilainen.fi)
- Terveystalo (www.terveystalo.fi)

Private physicians charge approximately €100 per visit. In addition, you need to pay a fee for all examinations, such as laboratory tests or x-rays and administrative fees. Your compulsory health insurance may cover some of the expenses.

Municipal health care
The degree seeking students who have been granted permanent home municipality when registering at the local register office (Maistraatti) are entitled to use the services of municipal health centres (MHC) the same way as the local residents. Also exchange students from EU/EEA countries and Switzerland have the right to use the municipal health care (but not exchange students from non-EU/EEA countries). Students from EU/EEA countries and Switzerland should present their European Health Insurance Card (which can be obtained from their home country) to prove that they are entitled to municipal health care services while staying in Finland. See more about costs in the following link: Fees in municipal health care

All MHCs are open at least from Monday to Friday at 8–16. If you need to use the services of a MHC, you should go to your local health centre. All residents in any municipality or city belong to one of the service areas on the basis of their home address. Call (09) 310 10023 (24h) in Helsinki or (09) 87 10023 (24h) in Espoo to find out your nearest health care centre and hospital or see the webpage of the city of Helsinki or Espoo. You can also call +358 9 310 10023 (Helsinki) or +358 9 87 10023 (Espoo) if you want to talk to a nurse to see if your illness is bad enough to go to the hospital.
- In Helsinki: www.hel.fi
- In Espoo: www.espoo.fi/healthcentres

Health insurance
Aalto students have access to a simple, fast, affordable, and most importantly, pre-approved by the Finnish Immigration Service, health insurance package that will cover your needs while in Finland (as set out by law). Please see, more about this health insurance: www.sipinsurance.eu

KELA benefits – Residence based social security
KELA, the Social Insurance Institution of Finland, is the provider of social security benefits in Finland. To be eligible for social security benefits, you must be living in Finland permanently. This is the general rule to which there are some exceptions; see the webpage of KELA for more details: www.kela.fi.

Please note that students, who come to Finland only to study, are usually considered being here only temporarily and, generally, are thus not covered by the Finnish social security system. To find out your status, you need to first contact the local register office (Maistraatti). Also, having permanent home municipality in Finland does not mean that you are entitled to all residence-based social security benefits if your residence permit is only temporary and you have come to Finland to study. Usually in this kind of situation, a student is entitled to the services offered by municipal health centres but not to other social security benefits.

University Psychology Services
The Psychology Service at Aalto University offers counselling and support for learning, motivation, self-regulation, study skills and coping with stress and career choice. The service is available in English on Aalto campuses. Meetings with a registered psychologist are available free of charge for Bachelor’s and Master’s degree students of the university. Doctoral students should primarily contact their occupational healthcare service, when available. You can also reach the psychologists at opintopsykologi@aalto.fi.
Student organizations and benefits

**Student Union (AYY)**

By Finnish law, all students undertaking Bachelor’s or Master’s degrees must be members of a student union. Doctorate level students and exchange students can join the union if they wish to do so. Aalto University Student Union (AYY, Aalto-yliopiston ylioppilaskunta) is a student organization with 15 000 members.

The payment instructions and AYY membership fees for each academic year and semester can be found at [https://ayy.fi/en/students/membership-and-fees/payment-instructions/](https://ayy.fi/en/students/membership-and-fees/payment-instructions/). You must pay this fee before enrolling at the university (more information in Enrolment).

As a member of AYY you get a lot of student benefits from legal protection to health care (read more in chapter Health), student meal subsidy and different kinds of free time activities – most importantly, the membership entitles you to get a student card, which is the easiest access to an innumerable amount of discounts and the official proof of your student status.

A lot of campus involvement for students in Finland is based on what the Student Union (e.g. AYY) does. Through them you can get involved in various committees, boards, and clubs. Find out about current information and events through AYY’s weekly newsletter (available in English) and also sign up to receive it by email. See AYY’s website: ayy.fi/en

**Supervision of students’ interests**

The student unions are responsible for all representation of the students and elect the student members of different administrative organs, including the board of the university. According to the law, there must be student representation in every administrative body of the university. Read more about student advocacy on AYY website.

The Representative Council is the highest decision-making body of AYY. It is elected by the members of the Student Union. All members, including international students, can vote and run as candidates. The Council then selects a Board that takes care of the day-to-day running of the Union. The operational heart of AYY is the Secretariat, where the Board, the staff and volunteers work to maintain services and benefits and campaign for more, publish the student magazine Aino, arrange parties and events and support the various clubs and associations. The Secretariat is located in Otakaari 11 in Otaniemi, Espoo.

These elected members also represent students in the different decision-making bodies of the university, and promote their interests in society. Through student representatives, selected by AYY, students influence the decisions made at the University. The international affairs sector of AYY works hard to promote international students’ well-being in Aalto.

**AYY associations and student culture**

Finns are big fans of associations, and many start their “association career” as a student. There are around 200 clubs connected to AYY. From sports to culture and politics to international affairs, there is something for everyone. In addition to clubs, taking part in dozens of fun activities every year is an essential part of studying in Finland. Make sure you won’t miss the highlights of the year, such as May Day festivities (Wappu), anniversary balls (Vuosijuhlat), Shrove Tuesday sledding (Laskiaisrieha) and many others. AYY’s international volunteer groups such as Mosaic and ESN Aalto organise awesome events in English throughout the year.

The AYY international affairs sector promotes the internationalisation of Aalto University from a student’s point of view and acts as an advocacy body for international students. The goal is to ensure that Aalto University offers its students diverse, functional and rewarding internationalisation opportunities both home and abroad.

The International Degree Students’ Committee (IDSC) helps international students’ advocacy work by functioning as a link between AYY sector for international affairs and the international student community. A typical form of IDSC action is representing international students in the preparation phase of AYY’s policy decisions. More information: international(at)ayy.fi or join the IDSC Facebook group.
International associations
By joining international associations you will get to know other international students as well as Finnish students who are interested in international activities. You can take part in events and trips, have fun and get to know Finnish culture as well as share experiences with your peers. International associations are listed on the ayy.fi website and the Facebook page ‘International AYY’.

Guilds (Technical schools of Aalto)
Attached to each Department of the schools on the Otaniemi Campus is a “Guild”. As a member of AYY, you have the opportunity to become a member of the guild of your degree programme. The fee for the guild (€8 per academic year) can be paid together with the AYY fee. Guilds have a multitude of social activities and provide you a host of useful benefits. Typically guilds organise sauna evenings, dinner parties, provide information on prospective employers, publish a guild magazine and have their own sports teams. Joining the activities of your guild is one of the best ways to get to know Finns. Each guild has an international officer to ensure you get the most out of the guild. You can find more information on the homepages of the Guilds. (Unfortunately, not all guilds have web pages in English.)

TOKYO Association
Primarily for students at the School of Arts, Design and Architecture, the TOKYO association organises all sorts of annual events, such as the ‘Maskerade’ costume ball at the end of October, and opportunities such as student sales in the winter and spring. Register as a member and you will receive updates also in English. Visit their website tokyo.fi.

KY Association
Business students are encouraged to join the KY association. Becoming a member will get you into their parties and events. In addition to upholding traditions and organising plenty of extracurricular activities, KY offers many services and fosters business relations. See their website kyweb.fi.

Student Card and Discounts
The student card is your means to prove that you’re a student in Finland in all situations necessary. With the card, you can access all benefits of your own student group, such as national student deals (e.g. train and bus discounts, student-priced meals, Finnish Student Health Service). In addition, you will gain access to all of Frank’s (a student’s own discount service) national and global deals. More information about ordering the student card can be found on AYY’s website. More information about student health services in chapter Health, about sports in chapter Sports, and about public transport in Transportation.

Student Cafeterias
There are several student restaurants and canteens on Aalto campuses that offer inexpensive meals for students. You can get the student discount by showing your student card. If you are not a member of the student union, you can ask for a KELA meal subsidy card from the Learning Services of your School. Many student restaurants also give a discount for Doctoral level students. This discount is smaller than the one given to Bachelor’s and Master’s level students. A list of the cafeterias can be found in Into: into.aalto.fi/display/enaalto/Campus+restaurants
Aalto University tuition fee payments

Degree students who are citizens of countries outside the EU/EEA and Switzerland are generally required to pay tuition fees. Aalto issues an invoice after the tuition fee liable student has accepted his/her study place. The invoice is sent by email and payment is due before the start of the academic year. Payment is done by bank transfer. Tuition fee is paid per academic year (not per term).

If you are awarded an Aalto University scholarship, the amount awarded will be deducted from your invoice accordingly, e.g. if you are awarded a 50% scholarship, your invoice will only include half of the tuition fee due for that academic year.

For each following academic year of study, a tuition fee invoice is sent to you before the start of the enrollment period for that year.

Please, read more information on tuition fees and Scholarships for international students: https://into.aalto.fi/display/enaalto/Tuition+fees+and+scholarships

See also Financial matters for other issues related to financing your studies and and life in Finland.
Living in the Helsinki region
Housing

Address

It’s good to memorize your address, because you will need it in several occasions. Your mail is carried to your apartment so even the number of the apartment is important. On official forms and other occasions you may be asked to fill in your street address (lähiosoite or katuosoite), postal code (postinumero) and town/city (postitoimipaikka). The street address usually consists of street name, house number, corridor letter and apartment number, e.g. Jämeräntaival 5 B 16.

Steven Student
Jämeräntaival 5 B 16
02150 Espoo

Keep your address information up to date in the civil register by making a Notification of moving (muuttoilmoitus) when you arrive, when you move to a new address in Finland, and when you leave Finland. Read more in After arrival: Maistraatti.

Student housing

There is a lot of competition on the rental housing market in Helsinki region as lot of people are moving in, not only students but also job seekers from other parts of Finland and abroad. There is a particularly high demand for small apartments, making them pricy: the monthly rent of a studio apartment of 20 to 25 m² near the city center of Helsinki can vary between €700 and 900. This may be too much for a person with an average salary, not to speak of students.

Luckily, we have organisations that provide affordable student housing. The main housing providers for Aalto University students are HOAS – the Foundation for Student Housing in the Helsinki Region, and AYY – Aalto University Student Union. The monthly rent in student housing starts at approx. €250 (unfurnished room in a shared apartment).

Your admission letter package contains more information on how and when to apply for housing, so please read it carefully. The instructions may be different depending whether you are an exchange or degree (or double degree) student and which school you are accepted to.
Apartment living in Finland

Housing Responsibilities and Rules
One thing you will probably notice when you come to Finland (the degree to which depends on your home country) is that Finns live in a highly ordered society. There are many rules and regulations, but they are intended for everyone’s wellbeing and to make our societal infrastructure as reliable as it is. So it goes without saying that when living in an apartment building in Finland, there will be rules that need to be followed as you are not the only person living there. Here are the most important:
• Do not put anything down the drain that does not belong there (such as oils, cooking fats, paper towels, or feminine hygiene products) as it may get stuck and clog the drain. However, toilet paper should be flushed in Finland.
• Pay the rent on time. Not doing this can lead to eviction.
• Rental Contracts are legally binding!
• At AYY and HOAS, the contracts always start on the 1st of the month.
• Landlords and housing providers will ask you to pay a deposit before you move in. The deposit is usually the rent of one month, but it can be higher. At AYY the deposit is €250 and at HOAS €260 for shared apartments and €500 for family and studio apartments. If there is repairing or cleaning to be done after your stay, the landlord will usually reduce the cost of this from your deposit.
• If you have signed a fixed term rental contract (i.e. a contract for a particular period agreed in the rental contract e.g. September 1st–December 31st) it cannot be terminated prematurely.
• If you have an open-ended contract (i.e. from 1.9.2013 onwards until you or the landlord terminate it according to the legal notice periods) you as tenant are able to terminate your rental agreement by giving one month’s notice (or however long it states in the contract). For example, if you intend to move out on May 31st, you must terminate your agreement on April 30th at latest. If you fail to do this on time you will end up paying the rent of the next month whether you live in your apartment or not.
• If the landlord terminates the rental agreement, they have to give 6 months’ notice in the case of a tenancy of at least one year. If the tenancy has lasted less than one year, the notice time is 3 months from the landlord’s side.
• The tenant is always responsible for any damage whether on purpose, by accident, or done by guests. Therefore keep the apartment in good condition.
• You must return the keys on the final day of your tenancy period or before.
• The building rules state that there are quiet hours in every apartment building between 22:00–7:00. Be respectful of your neighbours on all sides, by reducing the volume on everything from conversations to music after 22:00.
• Smoking is generally discouraged and it is strictly prohibited inside the buildings owned by AYY and HOAS. Private landlords can ban you for smoking indoors in the rental agreement. If you do not follow this condition you are responsible financially to compensate for damages (smells, etc).
• It is strongly recommended that you have a home insurance in Finland. It is also very common that landlords for private rental accommodation require tenants to have home insurance. However, in order to get a home insurance you must have a permanent residence permit and a Finnish social security number (see After arrival: Maistraatti).

How to recycle
Recycle as much as possible by sorting your waste. This has been made very easy in Finland. Every apartment building usually has their own garbage ‘house’ in the yard with separate waste bins for paper, cardboard, mixed waste, and bio-waste. Your landlord or housing provider gives more detailed instructions for recycling.
What to expect from rental room/apartment

In general rentals are in rather good condition in Finland, of course there might be some exceptions as everywhere. Most of the rentals are unfurnished. If you apply and get a room from either student housing organizations (HOAS or AYY), electricity, water and internet are usually included to the rent. Note that this is not the case when renting from private market.

- All apartments are heated, and the indoor temperature should be between 18 and 22 C° throughout the year. Heating is usually included in the rent.
- You should expect to have at least a fridge and stove with oven in the kitchen. It is not common to have a dishwasher or washing machine in the apartment.
- Ceiling lamps and other lighting are considered furniture so you may need to buy these as well.
- Law requires that every apartment has fire/smoke detectors and it is the tenant’s responsibility to get one and check that it works. (Usually there is one already, but make sure that it actually functions!)
- Every apartment building has a maintenance company and usually repairs (e.g. to do with adjusting heating, problems with plumbing which you cannot fix) are done rather quickly after you have made the notification. The maintenance company also takes care of the overall property in general, including yard and hallways.

Landlord does not have the right to enter to your room/apartment without a good reason, and without agreeing a time with you beforehand.

Living with others

For some people this will be the first time living away from home or living with other people (or people other than family members). This new situation can be made easier if you think about these things first:

- Remember that the shared apartment is a home for all of the tenants. To get the best of the communal living be friendly, be tidy, do not cause disturbances and do consider your roommates’ needs and wishes. This means that you will need to be flexible.
- Keep the apartment and/or your room tidy. Especially when you move out as the expected state of cleanliness can be strict.
- Create a schedule with your roommates for taking out the garbage and cleaning etc. (remember also to clean the fridge and oven).

Shared building facilities

Usually every apartment building has some commonly shared facilities such as sauna and a laundry room. Quite often, especially in AYY and HOAS properties there is also a so-called “clubroom” where you can, for example, meet other dwellers and arrange evening gatherings.

Laundry

Usually there is a laundry room in the basement, which you have to book. It can cost, so check if there’s an extra charge and also check how you will need pay. If it is necessary to make a booking, you have a right to use the machine then, but you must follow the beginning and end time of your reservation.

Sauna

You need to check the schedule, and usually book a time, for which there might be a fee. Information can usually be found outside the door to the sauna or in the hallway. A time marked as ‘Lenkkisauna’, means it is reserved for free use by all building residents, however with different common times allotted for women (naiset) and men (miehet).

Bike storage

Bikes are allowed to be kept in certain areas outdoors – locked to racks reserved for your building, or inside in a storage room, for which you need to use a key.
Transportation

Local transportation and the Travel Card

The public transport is well organised in Finland. The Helsinki region has buses, trams, local trains, a metro and even ferries organised by HSL (Helsinki Region Transport). Detailed information can be found by visiting their website. If you use public transportation often it is cheaper to use a travel card (see below). You can use the card in the whole metropolitan area.

You must have a valid ticket (either single ticket or travel card) when you enter the vehicle, and it must be valid for the whole journey. There are ticket controls every now and then and travelling without a valid ticket or with a wrong kind of a ticket (e.g. one-zone ticket when you need a regional one) can cost you a penalty fare of €80.

HSL uses three fare zones, and tickets can be bought for one zone (within one municipality), for the region (Helsinki, Espoo, Kauniainen, and Vantaa) or for extended region (in addition to the previous, also Kirkkonummi, Sipoo, and Kerava).

For example, for a trip from Leppävaara to Otaniemi (within Espoo) you need a one-zone ticket, but for a trip from the airport to the city center of Helsinki you need a regional ticket (from Vantaa to Helsinki).

Single/day tickets
If you travel only randomly, it is probably best to buy single tickets. Single tickets are available from ticket machines, bus and tram drivers, as well as conductors on commuter trains are suitable for occasional public transport users. You can transfer from one vehicle to another with a single ticket within the validity of the ticket (time dependent). Day tickets can be bought from R-kiosks or ticket machines. A one-zone single ticket costs €2.50-3.20 and a regional single ticket €5.50. Note that at night between 2am-4.30am the prices are higher.

Travel card
You can use the travel card on the public transportation in the whole metropolitan area. It is the cheapest way to travel and fastest way to pay your journey. You can load either time or cash on your card. If you don’t travel regularly, it’s probably best to load cash on your card but if you use public transportation
quite often, buying “time” (period, e.g. 30 days) is the best option.

You can choose between two options: multi-user travel card or personal travel card. Multi-user card you can buy for example at R-Kioski. This card anyone can use (you can share it with your friends, for example).

A personal travel card is the option that many students prefer to have. In order to purchase a personal travel card you need to have a Travel card application filled by your school. You can get this document from Learning services when you enroll at the university. The personal travel card can be bought from HSL’s service points: for example at the central Railway station (Metro station “Rautatiekeskus”) or in Kamppi Shopping Center in Helsinki or in Tapiola or Leppävaara in Espoo. You can find other service points on HSL website. Read also how to use your travel card.

**Student discount**
As a student (unless you are a doctoral level student or over 30) you are entitled to public transport discounts when using the travel card, or long distance trains. For information regarding student discounts, please contact the Learning services of your school.

**Bicycle**
Facilities for cycling are very good in the Helsinki Metropolitan Area and the popularity of cycling has increased during the past years. A comprehensive map of city cycle ways is available at the CityTourist Office. If you want to buy a bike check the bike shops for cheap second hand bikes. When cycling remember to wear a helmet and have a light/torch when it’s dark; you can be fined if the police catches you driving without one!

**Planning your journey**
Whether you wish to walk, bike or use the public transportation, the HSL Journey Planner is a helpful tool.

**Long distance**
In Finland timetables are reliable, and trains and buses do leave on time. Timetables vary slightly on public holidays, weekends and during the summer. There is a nationwide network of train and bus services. This transit service is well thought out and runs on time. The trains and buses are clean and modern. Most of the services providers offer student discounts up to 50 %, but there are also special offers for early bookers which can be even cheaper than the student prize.

**Air**
In the past couple of years the domestic air travel sector has opened up quite a bit. Not only do Finnair and Blue 1 fly domestically but so do the discount airlines Norwegian and FlyBe. Check their individual websites to book tickets.

**Bus**
The long distance bus network in Finland is one of the densest in Europe and the buses are modern and comfortable. With a valid student card you can get a student discount (5%-50%) for bus tickets (half price tickets when a one-way trip covers at least 80 km.) When purchasing and using student tickets, you must be prepared to show your valid student card (the receipt of the paid student union fee is not accepted). Unfortunately, doctoral students are not entitled to the discount.

Onnibus, Matkahuolto and ExpressBus are three of the biggest long-distance bus companies in Finland. Onnibus is a cheap option for specific routes, but they don’t offer student discounts.

**Train**
VR’s (Finnish State Railways) timetables, route information and bookings can be done online. VR grants a 50% student discount for both one-way and return tickets for students with an official student card. When purchasing and using the ticket, you must always be prepared to show your official student card (the receipt of the paid student union fee is not accepted). Unfortunately, doctoral students are not entitled for the discount. It is good to remember also that a passenger without a valid ticket will be fined (€80) plus the price of the ticket. Smoking is allowed only in special compartments.
Travelling to neighbouring countries
Finland’s northern location next to Sweden, Norway, Russia and Estonia offers excellent and exciting travel opportunities. There are good air connections to all the neighbouring countries, daily ferry connection to Sweden and Estonia as well as to Russia in summertime. Russia can also be reached by bus, by boat and by train. Remember to check the visa and other possible permit requirements before travelling.

Driving
Licence holders from countries that have joined the Road Traffic Convention (Geneva 1949 or Vienna 1968) may drive in Finland on their national driving licence for one year from the date of entry into the country. After six months, you are eligible for a Finnish licence. It is recommended that you obtain an International Driver’s License from your home country to make it easier (more information on Ajovarma’s website).

In Finland, you drive on the right and overtake on the left. Main roads are in good condition throughout the year and they are free of charge (no tolls). Headlights are used even during the day. Wearing seatbelts is compulsory, both front and back.
• Winter driving: Snow tires are compulsory in Finland from 1 January to 28/29 February. Studded tires may be used from 1 November until 31 March or when weather conditions require it.
• Drinking and driving: Note that driving under the influence of alcohol is strictly forbidden. The maximum permitted blood alcohol level is 0.05%. Breaking this law nearly always results in a penalty in the form of a fine or imprisonment. Blood alcohol levels in excess of 0.12% incur heavier penalties.
• Mobile phones and driving: If a mobile phone is used when driving, the use of a hands-free device is obligatory.

Car pooling

Financial matters

Banks, currency exchange and credit cards
All banks operate throughout Finland; the largest ones are Nordea, Danske Bank, Aktia and Osuuspankki.

If you are an exchange student and only staying in Finland for less than one year, you probably don’t need or want to open a bank account here. However, if you are a full-degree student and staying for a longer time or otherwise need to open a bank account, it’s very important that you prepare some documentation beforehand, especially if you come from a non-European Union country.
During the last few years the EU has created stricter regulations for banks in all EU countries. It is therefore now more difficult to get a bank account for international students, mainly for those coming from outside the EU. Hopefully you have read carefully the banking information letter that you received before you arrived and have brought with you:

- Letter of Reference from your bank in your home country (in English)
- Bank account statements for three (3) months from your bank in your home country
- Letter of acceptance from the university
- Any scholarship notification that you may have (if applicable)

Once you are in Finland, you will need to take all the above documents and the ones below to the bank:

- Finnish identity code (if you have one)
- Your address in Finland
- Passport
- Visa and residence permit (if applicable)

Opening a bank account (once you are in Finland)

Here are few to tips for how to open a bank account in Finland. These tips are only recommendations; please note that there might be some variations in practices between banks. You can check the exact instructions for each bank from the customer service. For those students who will be in Finland for less than 6 months the best option is generally to open their account at OP Bank.

- You should ALWAYS make an appointment at the bank where you want to open a bank account (and confirm the documentation that you need)

  **Nordea:** www.nordea.fi (Start banking with us), +358 20 70 000, Mon-Fri 8 am–6 pm
  **OP:** www.op.fi (Private customers > Daily banking > Welcome as our customer), +358 10 253 1333, Mon-Fri 9 am-4 pm

- Opening a bank account usually takes ca. 30-45 min, so please make sure you have reserved enough time for this

**Please note:** Online banking is not something that everyone is entitled to in Finland. It is mostly reserved for those who will be in Finland more than 6 months. When you open the account, be sure to ask for:

- Statements to be sent to you in English (other options: Finnish or Swedish)
- Online banking facilities, if you qualify
- The ability to use your ATM/debit card in shops, restaurants etc. (i.e. not just cash machines)

You will receive a bank card giving you access to virtually every cash point (Automatic Teller Machines, pankkiautomaatti in Finnish) in the country. Apart from withdrawing cash you can also check your balance and, at some ATMs, pay bills; or you can also pay your bills at the bank in person, or online. Check with your bank for details.
Banks are normally open Monday–Friday from 9am to 4pm, but office hours may vary. Banks are closed on Saturdays and Sundays. Cash points are open around the clock every day, and there are plenty of them. All banks have branches throughout the country. In addition, banks offer electronic customer service making it possible for you to manage your bank affairs on the internet.

Foreign currency can be changed at most banks in Finland as well as at many currency exchange offices in larger cities. It is worth changing large amounts at a time to avoid service charges. At FOREX offices you can change and buy currency. You can find a FOREX office e.g. at Helsinki Central Railway Station (Rautatieasema). You can check other locations through their website. Money transfers to and from abroad incur an extra commission fee, the size of which depends on the destination. Having a bank account here is not necessary for receiving money.

The major credit cards (Visa, Eurocard, Access, Mastercard, Diner’s Club, and American Express) are accepted throughout the country.

**Budget tips**

- For services such as haircuts, training colleges and some salons offer affordable options. For example:
  1) Helsinki Vocational College (Stadin Ammatiopisto in Finnish) located in Pasila: Customer service, tel +358 9 310 84311
  2) Private salon schools: Great Cut Academy located in Helsinki, Kalevankatu 30: tel +358 9 694 7142 or Unika located in Helsinki, Runeberginkatu 4: tel +358 9 693 1340
- Student discounts: if you’re not sure, it’s worth asking “is there a student discount?” since there isn’t always information in English. Often there is a discount!
- On transportation: The distance between the Otaniemi campus and the border of Helsinki in Lehtisaari is about 1 km (the last/first bus stop in Helsinki is “Lehtisaarentie”) which means if you are willing to walk the 1,5 km from Lehtisaari, you would only need an “internal” ticket for Helsinki rather than a “regional” ticket. This does not apply if commuting to Otaniemi from Kamppi bus-terminal since the bus arrives to Otaniemi from another direction, leaving the border of Helsinki approx. 4 km away.
- For finding a bicycle, furniture or other things try the Aalto Sharetribe online forum and second hand bike shops around Helsinki.
- There are several Reuse centers and second hand shops (kirpputori in Finnish) where you can find cheap furniture, kitchenware, clothes etc.
- In Otaniemi Recycling center you can borrow a “Survival kit” with kitchen utensils if you stay in Finland for less than one year.
- In case you’re hungry but aren’t on an Aalto University campus, you can eat at any student restaurant in the Helsinki Metropolitan Area. For example UniCafe has many locations downtown, and you can check all the menus online.
- A tip for eating on the weekend: the restaurant at Ylioppilasaukio located in Helsinki, Mannerheimintie 3 B, is open on Saturday also.
- For food shopping try exploring beyond the supermarket chain stores, for example in the Hakaniemi area, in Helsinki, there are a number of ethnic food shops offering an even wider variety of imported products at reasonable prices. Also, some supermarkets sell certain food products with 30% discount one or two days before their expiration date, marked with a bright sticker.
Post-arrival one-off expenses to consider

- Hostel or hotel before your housing is available: you may need to stay in a hotel or hostel for a few days if you arrive before your accommodation is available, or you may be arriving without housing sorted out (not recommended!).

- Deposit: you may be required to provide one or two (or even possibly three) months’ rent as a deposit, especially if you are renting on the private market. HOAS requires a rent deposit upon accepting the housing offer.
- Student union fee
- Furniture, kitchenware and other household items

Monthly expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>€250–600+</td>
<td>The rents are generally cheaper in student housing than in the private market. If you look in the private market, you may need to pay more than this.</td>
</tr>
<tr>
<td>Transportation</td>
<td>€25–50</td>
<td>This is based on the cost for 30 days of unlimited travel for students (not including PhD or those over the age of 30) on public transit. The exact price mostly depends on whether you have to travel regularly between the Helsinki and Espoo regions (note that the Arabia and Töölö campuses are in Helsinki and the Otaniemi campus is in Espoo). Helsinki Metropolitan Area is very bike friendly! See Transportation section for more info.</td>
</tr>
<tr>
<td>Food</td>
<td>€140–180+</td>
<td>Estimate includes one average priced student meal per weekday and groceries/other food at €30–50/week (a conservative estimate).</td>
</tr>
<tr>
<td>Phone</td>
<td>€20</td>
<td>This is an estimated monthly price for a postpaid mobile phone subscription for local calling, texting and data transfer. A pre-paid phone card is often the easiest option, but you can also check into getting a postpaid subscription. Visit any mobile phone service outlet and discuss your options.</td>
</tr>
<tr>
<td>Internet</td>
<td>€0–30</td>
<td>If you want internet access in your accommodation, the cost will depend on where you live and how many roommates you have, if any, to share the service with you. Student housing contracts often include internet service.</td>
</tr>
<tr>
<td>Sports</td>
<td>€10–25</td>
<td>For the benefits of a gym and more, paying a yearly/monthly fee is worth it, priced in this range for Aalto students at UniSport. See Sports.</td>
</tr>
<tr>
<td>Entertainment</td>
<td>€50+</td>
<td>Do you like going out, travelling, eating out? All of these will, of course affect your budget</td>
</tr>
<tr>
<td>Travel</td>
<td>€50+</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>€550–1025+</td>
<td></td>
</tr>
</tbody>
</table>
Weather

In Helsinki (as in all of Finland) there are four distinct seasons: a short spring, a warm or mild summer with seemingly endless daylight, an autumn famous for its spectacular colours and a cold winter marked by short days.

Autumn
You will have arrived as thoughts are turning to autumn. From the beginning of September to early November, you will see the fantastic changing and falling leaves. You will feel the crisp autumn air that brings you the eye-catching views of a colourful season that is defined by deep reds, bright oranges and pale yellows in parks and neighbourhoods.

Winter
Real wintertime usually begins in December in Southern Finland when the permanent snow arrives. Generally on the coast and in Southern Finland there’s not usually that much permanent snow but the temperature can go below -10 ºC. The days get shorter towards the end of the year (until the winter solstice – Dec 21/22) and it can be quite dark during the daytime from November to February.

Warm winter clothes are not a luxury in Finland. If you do not have winter clothes, i.e. a thick, warm jacket, boots, gloves and a proper winter hat which covers your ears, be prepared to buy them in Finland if you intend to stay over the winter. Although it is cold outside, the buildings are properly heated and you should never feel cold inside.

Spring
April is when spring starts in the Helsinki region. The snow is melting and rubber boots can be the order of the day (or season). The melting is a sign that life is coming back to nature although it can be a wet and muddy experience. Summer is just around the corner!

Summer
There is lots of light (20 hours daylight in the middle of the summer) and greenery. This is a wonderful time to be in Finland. The summer months are June, July and August, and the temperature rises above 20ºC.
Shops and shopping

Most shops are open Monday–Saturday from 9 or 10am to 5 or 6pm and Sunday from 12 to 6pm. Grocery stores and department stores stay usually open later, till 9 or 10pm. Small items, sweets, magazines etc. can be bought in kiosks or convenience stores, which stay open late in the evenings. Please note that the cash payments in Euros are rounded off to the nearest 5 cents in cash payments as the 1 and 2 cent coins are not in use in Finland.

In some shops you will have to take a number and wait in a queue until it is your turn to be served. Look for a machine that dispenses pieces of paper with a number. These will typically be pharmacies (for prescriptions only), fresh meat and fish counter in the supermarket, banks, doctor’s office, hospital emergency and some post offices.

Department stores
The biggest department stores are Sokos and Stockmann.

Bookstores
There are two main bookstore chains in Finland: Suomalainen Kirjakauppa (literally Finnish Bookstore) and Akateeminen Kirjakauppa (literally Academic Bookstore). There are also many smaller bookstores around.

Electronics
Verkkokauppa.com is a large online electronics shop with reliable deliveries to nearest post office. They also have a big store in the Jätkäsaari area of Helsinki. You can access the store easily with tram no 9. The Gigantti and Expert store chains also have stores around the Helsinki region.

Second-hand shops and flea markets (Kirpputori)
UFF and Fida have various shops in Helsinki area. In addition there are plenty of smaller flea markets around the cities.

Buying alcohol
Alko, the State Alcohol Company, has a monopoly on the sale of wines and spirits. Opening hours may vary depending on the shop. Alko shops are closed on public holidays. Medium-strength beer and low-alcohol wine is also sold in supermarkets and other shops, but full-strength beer is only available at Alko shops. The age limit for the purchase of beer and wine is 18, and for stronger drinks 20. Note that driving under the influence of alcohol is strictly forbidden.

Household items
You may need to buy some household items and furniture when you arrive since most of the student housing is unfurnished. Basic cutlery and dishes, linen, small items such as lamps you can find, for example, from Citymarket (e.g. in Ruoholahti and Itis in Helsinki; Sello and Iso Omena in Espoo) and Prisma. Furniture can be bought from e.g. Kodin1 (in Kaisaniemi, Helsinki) or IKEA in Espoo and...
Vantaa. IKEA also provides four free bus services from four different locations in Helsinki and Espoo. Inexpensive or even free second hand furniture and household items can be found from e.g. Aalto Sharetribe and reuse centres (Kierrätyskeskus) or fleamarkets. There is also a small Recycling centre, run by the Student Union, on Otaniemi Campus. When leaving back home from Finland, consider bringing also you own used furniture and other items there or to a reuse center instead of throwing them away!

The Finnish Way

Being Finnish
Finnish manners and customs are European with some national traits. In general, attitudes in Finland are liberal and the codes of behaviour relaxed, so it’s unlikely that you could do any fatal damage to your relationship with a Finn by accidentally breaking some unspoken rule or standard of behavior. However, to introduce you to Finnish nature and character, we have put together some general information. These are generalisations, of course, but true to a large extent.

Greeting
When meeting for the first time, both men and women usually shake hands, look each other in the eye and introduce themselves by their name. After that, “Moi”, “Hei”, or “Terve” is used as a greeting.

Personal space
The concept of personal space is considered important. The physical distance most Finns like to maintain may give the impression of being reserved, but in a society that values individuality, it is also a way to show respect.

Friendship
The idea that Finns are a silent and introverted nation is mostly an outdated one and particularly not true with the younger generations. Finns are very friendly and happy to lend assistance if you need help or information. You only have to ask!

Still, foreigners sometimes say that it can be difficult to meet and make friends with Finnish people, and to some extent this may be true. Finns are not very quick to invite people they’ve just met into their homes or ask them out for the evening. So don’t be afraid to take the initiative, usually people will be absolutely delighted! Friendships may develop slower than in some countries, but it’s worth
the wait; once a friendship develops it’s usually a genuine and lasting one.

Being honest
Finns generally mean what they say and like to tell things as they are. For instance, many Finns are not used to answering, “How are you?” with a simple “Great!” If they don’t feel great, they will probably say so. And if a Finn says “We must have lunch together sometime” you can usually expect to actually be invited.

Also, it’s not uncommon to find your lost wallet in the lost and found with all the bills intact.

Equality
In Finland equal treatment of different social, gender, minority, etc. groups is well promoted and accepted. Students and CEO’s can share the same bus ride every morning, women are active in working life and politics and people dress quite freely according to their own taste, not according to their position, for example.

Hierarchies
The Finns are not big fans of hierarchies. This applies to both work and university context and everyone is expected to be treated with the same respect. Nevertheless, if your professor insists you call them by their title, please do.

Being on time
Both at work and in their social life Finns are pretty punctual. Even between friends it’s considered rude to be late.

No smoking!
Finland has one of the strictest smoking legislations in the world. You are not allowed to smoke inside a building, restaurant etc. except in specially designated places. There are now even some outside places where smoking is restricted, so please take note of any notices in the area.

Tipping
Tipping is generally not expected in Finland, so no one will mind not getting a tip. On the other hand, nobody will object to being tipped either! In restaurants prices include a service charge, but you can round up a bill or leave a few extra coins on the table if you’ve gotten exceptionally good service. Hotel bills also include a service charge. Taxi drivers, barbers and hairdressers do not expect tips either.

Sauna
You will find saunas everywhere; in hotels, gyms, in private homes, on board ships, holiday villages, and at country cottages. Public swimming pools also have saunas: it is the custom to wash before entering the pool. Finns may go to sauna with or without a towel. It is not recommended to use a swimsuit in the sauna for hygiene reasons. Public saunas are segregated by sex. More information is available on the Finnish Sauna Society’s website.

Alcohol
You can only buy wines and spirits at Alko, the State Alcohol Company. Medium-strength beer and low-alcohol wine is also sold in supermarkets and other shops from 9 am until 9 pm.

Bilingual country
If you don’t know yet, Finland is a bilingual country, Finnish and Swedish being the two official languages. Finnish-speakers make up the majority but there is a 6% Swedish-speaking minority. Most Swedish-speaking towns and cities are found along the west and south coasts and throughout the Turku archipelago.

Popular hobbies
Many Finns are sporty and enjoy sports and outdoor activities throughout the year. Each season brings its own opportunities for playing and watching things such as ice hockey, football, floorball, skiing, snowboarding, ice skating, Nordic walking, hiking, swimming, jogging, cycling etc.
**Study culture in Finland**

At Aalto taking initiative is valued and students are encouraged to make comments and participate. Here are the most important features:

**“Academic quarter”**
Lectures tend to start fifteen minutes past the full hour and last for 90 minutes. If the schedule is given as 12–14, it usually means 12:15–13:45. However, it is a good idea to show up in time for the first lecture and see, if the lecturer gives any specific instructions as the academic quarter is not used in all schools and classes. If you are unsure, then you can ask your tutor or someone in your school.

**Deadlines and punctuality**
Lecturers will expect you to keep to the deadlines given to course work and to show up to meetings/lessons sharp.

**Plagiarism and cheating – zero tolerance!**
Aalto University’s values are based on high ethics, openness and equality. We wish our students to adhere to good scientific practice and good artistic practices and we have guidelines for handling misconduct. If you have questions or hesitation regarding the correct practices related to e.g. research methods or sourcing styles, you can always turn to your lecturer. The University has a Code of Academic Integrity and Handling of Violations Thereof, which you can find for example in Aalto’s Into student portal.

**Active participation in class**
We encourage our students to be active in learning situations. Active conversation doesn’t come naturally to everyone, so also remember to give room to other students’ views.

**Informality**
It may come as a surprise to you how informally your professors and lecturers might wish to interact with you. Often they invite you to call them by their first name. But even if contact with the academic staff was very relaxed, remember that the professor has a lot of responsibilities, so when you have questions, be sure to adhere to office hours.

**Academic freedom = responsibility**
Studying in Finland is often very independent and students are given flexibility and freedom in their studies. This requires you to be good at scheduling. We trust you to progress successfully in your studies and take responsibility. The academic and administrative staff are there to support you, but it is you who has to make the most out of your studies.
Finnish festivities and food

Celebration days

Itsenäisyyspäivä (Independence Day)
Itsenäisyyspäivä (Independence Day)
Finland declared independence from the Russian Empire on 6 December 1917. The country’s Independence Day celebrations on this date are traditionally quite solemn. Students, for example, organize torchlight processions. In the evening, many people watch the live TV broadcast from the presidential palace showing festivities attended by distinguished guests from Finland and around the world.

Joulu/Uusivuosi (Christmas/New year)
In the Nordic countries, the most important Christmas celebration takes place on Christmas Eve, 24 December. Finnish traditions include the Christmas sauna, a visit to the cemetery, and the preparation of Christmas dinner, which includes time-honored delicacies such as pickled herring, smoked salmon, roe, casseroles of potato, carrot and turnip, Christmas ham, a cold dessert of puréed plums, and cinnamon biscuits.

The highlight of the evening comes when Santa knocks on the door. His words are always the same: “Are there any well-behaved children here?” Naturally, in every home there are only good children and they all receive presents. Christmas Day is a time for rest and relaxation and eating food left over from Christmas Eve. Often people wait until Boxing Day, 26 December, to pay visits to friends and relatives.

Pääsiäinen (Easter)
Easter is a 4-day long weekend in either March or April. Finnish families plant grass in small pots and it is common to bring home a few birch twigs a week or two before Easter, so that by Easter time, the birch twigs are budding. Another Easter tradition in Finland you might see is children walking from door to door dressed as “Easter witches” and handing out decorated willow branches asking for treats or a few coins in exchange. A traditional Easter dessert is “mämmi”. Mämmi is usually served with cream and sprinkled with sugar. Easter Friday and Easter Monday are days when shops will be closed so make sure you stock up on all necessities.

Vappu (May Day)
The Vappu celebration is typically centred on plentiful sparkling wine and other alcoholic beverages. One tradition is drinking homemade mead (sima) along with freshly cooked donuts. The festivities also include a picnic on 1 May, which is sometimes prepared in a lavish manner, particularly in Ulpaninanmäki in Helsinki city. For most, the picnic is enjoyed with friends on a blanket with good food and sparkling wine.

Vappu is the biggest celebration of the year for university students. You will notice that particularly the students of technology in Aalto University will start preparing for Vappu several weeks in advance. Make sure to take part in the events and festivities the students organise in April-May.

Public holidays 2017–2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 October</td>
<td>All Saints Day</td>
</tr>
<tr>
<td>6 December</td>
<td>Independence Day</td>
</tr>
<tr>
<td>24 December</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>25 December</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>26 December</td>
<td>Boxing Day</td>
</tr>
<tr>
<td>1 January (2018)</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>6 January</td>
<td>Epiphany</td>
</tr>
<tr>
<td>30 March</td>
<td>Good Friday*</td>
</tr>
<tr>
<td>1 April</td>
<td>Easter Day*</td>
</tr>
<tr>
<td>2 April</td>
<td>Easter Monday*</td>
</tr>
<tr>
<td>1 May</td>
<td>May Day</td>
</tr>
<tr>
<td>10 May</td>
<td>Ascension Day*</td>
</tr>
<tr>
<td>4 June</td>
<td>Whit Sunday</td>
</tr>
<tr>
<td>23 June</td>
<td>Midsummer Day*</td>
</tr>
</tbody>
</table>

* Date varies yearly
Juhannus (Midsummer)
Celebrated throughout Scandinavia, Midsummer is the celebration of the Summer Solstice which marks the longest day of the year. The major Midsummer festivities in Finland and Sweden take place on Midsummer’s Eve, the Friday preceding the Midsummer Day. The Midsummer’s Eve is a public holiday; stores are only open part of the day. Many Finns like to spend Midsummer in the countryside. Often people head for their cottages and summer cabins, leaving towns and cities deserted. On Midsummer night typically the sauna is heated and family and friends are invited to bath and to barbeque. Swedish-speaking Finns often celebrate by erecting a maypole.

Summer festivals and competitions
Finland has many summer music festivals ranging from rock and pop to jazz and classical music. There are also a few film festivals such as the Midnight Sun Film Festival in Sodankylä (in Lapland) in June. Many quirky competitions are held in Finland during the summer such as the Wife Carrying Championships, the Air Guitar World Championships, and the Mobile Phone Throwing World Championships. You can find out more information about these from the Finnish Tourist Board.
**Finnish food**

In Finland you will easily find restaurants and food products from around the world. However, characteristic “Finnish” and local regional cuisine specialties are worth discovering.

Finnish regional food is typified by features such as being mild, largely meat and fish based, with quite basic fresh ingredients and uses a lot of dairy products. Relating to the abundance of forests and lakes, hunting and fishing have been, and still are, ways of life for many, and up north this includes reindeer herding. All over Finland, even in urban areas, picking mushrooms and berries is a popular pastime, in the late summer and autumn mostly. Farming is limited to a short but intense growing season, although greenhouses provide Finnish produce year-round. One could go on a mission to taste the many regional dishes of Finland, and have extensive adventures in eating. For example, if you like fish, Finnish salmon soup (lohikeitto), originally from Lapland, might be for you, along with rye bread, rye being a staple grain in the Finnish diet. Another example is “Karelian pies”. The name associates it with “Karelia” (Karjala), an area with a distinct dialect in Eastern Finland. This “pie” is savoury, fits in the palm of your hand, and is usually made with a rye crust and rice pudding type filling. Nowadays available in most food shops and many cafés, they are best enjoyed warm with butter or “egg butter” (munavoi), which is simply boiled egg and butter mixed together. Pea soup (hernekeitto) is common on Thursdays, offered in many student restaurants and served with an oven-baked “pancake” (pannukakku) and jam.

In many situations in Finland a visit or a break will include a cup of coffee (kahvi) and sweet bread (pulla), of which there are many varieties, almost all containing the spice cardamom. One common variety is the cinnamon bun (korvapuusti) which literally translates as “slap on the ear”.

Then you have foods and drinks that appear only on special occasions. For example in winter comes Runeberg’s torte (Runebergintorttu), a cylindrical confection with almond and a signature topping, named after the famous Finnish-Swedish poet in association with the celebration of his birthday in February. During spring, mämmi arrives on the table for Easter; this dark pudding-like dessert is made with, among other ingredients, malt and rye, and is typically eaten with cream and sugar. This traditional food was historically cooked and served on birch bark.

Finns are serious about their candy. All you have to do is visit a grocery store to see the wall of selection! But one particular favourite is salmiakki, salty black licorice. It comes in many forms, even as an ice-cream flavour. Other widely enjoyed sweets include sweet black licorice and chocolate, of which there are many locally produced options.

**Community, culture and recreation**

**Meeting people**

Making local friends will always make your stay anywhere more interesting and enjoyable. It will require some effort to meet people when you first arrive. However, meeting people and making friends can reduce the impact of cultural transition and ease you into academic life.

**Orientation(s)**

It is important that you go to orientation and orientation-related events. Not just for the information that you will get about your new institution but also because of the people you will meet. This is also the time to check with the Student Union to see if there are any clubs or sports teams that you may be interested in joining. The sooner you join, the sooner you will begin to make friends!

**Community groups**

These groups will generally not be affiliated with the university but they will be a connection to home through the people who already live in Finland from your home country. They will probably also have members that are Finns and are interested in your home country. This is a great opportunity to connect with people outside the university and possibly make some good community connections.
To find these, simply Google Finnish – (your country here) societies or associations. There are many groups that are country or nationality based.

**Getting involved in campus life**

A lot of campus involvement for students in Finland is based on what the Student Union (AYY) does. Through them you can get involved in various committees, boards, and clubs. Find out about current information and events through AYY’s weekly newsletter (available in English) and also sign up to receive it by email. See AYY’s website.

**AYY representative involvement**

The Representative Council is the highest decision-making body of AYY. It is elected by the members of the Student Union. All members, including international students, can vote and run as candidates. The Council then selects a Board that takes care of the day-to-day running of the Union. The operational heart of AYY is the Secretariat, where the Board, the staff and volunteers work to maintain services and benefits and campaign for more, publish the student newspaper Aino, arrange parties and events and support the various clubs and associations. The Secretariat is located in Otakaari 11 in Otaniemi, Espoo.

These elected members also represent students in different decision-making bodies of the university, and promote their interests in society. Through student representatives, selected by AYY, students influence the decisions made at the University.

The international affairs sector of AYY works hard to promote international students’ well-being in Aalto.

**AYY associations and student culture**

There are around 200 clubs connected to AYY. From sports to culture and politics to international affairs, there is something for everyone. In addition to clubs, taking part in dozens of fun activities every year is an essential part of studying in Finland. Make sure you won’t miss the highlights of the year, such as May Day festivities, anniversary balls, Shrove Tuesday sledging and many others. AYY’s international volunteer groups such as Mosaic and ESN Aalto organise awesome events in English throughout the year.

AYY International Section consists of the persons in charge of international affairs in the different student guilds. The section organises parties and other recreational activities for international students. You can find more information from AYY’s Facebook page.

The International Degree Students’ Committee (IDSC) is an advisory body of AYY that discusses matters related to international degree students in Aalto and helps AYY promote better study and living circumstances for international students. To join IDSC, contact international@ayy.fi.

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**Common expressions**

<table>
<thead>
<tr>
<th>In English</th>
<th>In Finnish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Moi / Hei / Terve</td>
</tr>
<tr>
<td>Good morning</td>
<td>Hyvää huomenta</td>
</tr>
<tr>
<td>Good day</td>
<td>Hyvää päivää</td>
</tr>
<tr>
<td>Good evening</td>
<td>Hyvää iltaa</td>
</tr>
<tr>
<td>Good night</td>
<td>Hyvää yöä</td>
</tr>
<tr>
<td>Goodbye (informal)</td>
<td>Hei hei / Moi moi</td>
</tr>
<tr>
<td>Thank you</td>
<td>Kiitos</td>
</tr>
<tr>
<td>Yes</td>
<td>Kyllä / Joo</td>
</tr>
<tr>
<td>No</td>
<td>Ei</td>
</tr>
<tr>
<td>I don’t understand</td>
<td>En ymmärrä</td>
</tr>
<tr>
<td>How are you?</td>
<td>Mitä kuuluu?</td>
</tr>
<tr>
<td>Fine, thank you.</td>
<td>Kiitos, hyvää.</td>
</tr>
<tr>
<td>Excuse me (getting attention and apologising) or I’m sorry</td>
<td>Anteeksi</td>
</tr>
<tr>
<td>Do you speak English?</td>
<td>Puhutko englantia?</td>
</tr>
<tr>
<td>I can’t speak Finnish.</td>
<td>En puhu suomea.</td>
</tr>
<tr>
<td>Help!</td>
<td>Apua!</td>
</tr>
</tbody>
</table>
International associations
By joining international associations you will get to know other international students as well as Finnish students who are interested in international activities. You can take part in events and trips, have fun and get to know Finnish culture as well as share experiences with your peers. International associations are listed on AYY’s website and the Facebook page “International AYY”.

Guilds (Technical schools of Aalto)
Attached to each Department of the schools on the Otaniemi Campus is a “Guild”. As a member of AYY, you have the opportunity to become a member of the guild of your degree programme. The fee for the guild (a few euros per academic year) can be paid together with the AYY fee. Guilds have a multitude of social activities and provide you a host of useful benefits. Typically guilds organise sauna evenings, company excursions and dinner parties, provide information on prospective employers, publish a guild magazine and have their own sports teams. Joining the activities of your guild is one of the best ways to get to know Finns. Each guild has an international officer to ensure you get the most out of the guild. You can find more information on the homepages of the Guilds.

TOKYO Association
Primarily for students at the School of Arts, Design and Architecture, the TOKYO association organises all sorts of annual events, such as the Maskerade costume ball at the end of October, and opportunities such as student sales in the winter and spring. Register as a member and you will receive updates also in English. Visit their website.
KY Association
Business students are encouraged to join the KY association. Becoming a member will get you into their parties and events. In addition to upholding traditions and organising plenty of extra curricular activities, KY offers many services and fosters business relations. See their website for more information.

Sports
The first place to look for any kind of sporting activity is the Student Union. Visit their website here.

All Aalto students can access the wide range of facilities of UniSport. At the time of writing the basic fee for Aalto students is €122/year. This fee includes the possibility to join fitness classes, sport club practices, and of course access to the sauna. Also a range of more specialized activities are available for a reasonable added fee, such as wall climbing, dance and other courses. For more details, visit the UniSport website.

Off-campus exploring
Culture is found all around, with accessible options including institutions such as museums, art and music centres, almost all offering significant student discounts, and even some free entry nights. It is good check the VisitHelsinki website to see what is on offer on any given day.

Cinema
It is easy for a foreigner to go to movies, because all films shown are in the original language (frequently this is English) with subtitles in Finnish and Swedish. Finnkino is the biggest cinema company in Finland. There are two Finnkino operated large cinemas in Helsinki: Tennispalatsi and Kinopalatsi and two in Espoo (in Leppävaara, Sello Shopping Mall and in Matinkylä, Iso-Omena shopping mall). Tickets cost about €12-14. (Good tip: Every month Finnkino organises a “Superday”, when all the movies cost approx. 7€).

Helsinki also has a number of smaller art cinemas, such as Bio Rex, Kino Engel, Korjaamo Kino, Orion and Kino Tapiola In Espoo where tickets are a bit cheaper. Some show the mainstream films and some show more independent films. Many interesting international film festivals are also organized in Finland.

Getting outdoors
Outdoor activity possibilities are plentiful in the Helsinki Metropolitan Region, from paths through the city maintained for walking, jogging, cycling and skiing, to a nearby national park (Nuuksio) for hiking and camping, all accessible by public transport. In winter there are plenty of outdoor activities like cross-country skiing, ice skating, and snow-shoeing. If you’re looking for winter sports equipment to borrow, free of charge, the Helsinki City Library loans out ice skates, skis, snowshoes, and Nordic walking sticks! Search in the library catalogue, for example lumikengät (snowshoes). Please note that the names of the equipment in the database are only in Finnish (a chance for practice!), but the rest of the holding information is given in English. Visit the nationalparks.fi pages for more info and tips for outdoor activities and places.

Bicycle rentals
In case you do not want to buy a bicycle, you can always rent one when you want to make a cycling excursion. Two places to try are: bicycleanhelsinki.com or greenbike.fi.

Museums and Art Galleries
There are over 100 museums in the capital region. They range from the Museum of Natural History to Modern Art and Farmsteads. Many museums are closed on Mondays. Often they have a time when entry is free:

Examples of free entry times in 2016: National Museum - Fridays from 4-6 pm; Kiasma Contemporary Art Museum – First Friday of the month. The City of Helsinki’s City Museums are always free. Mark your calendar: 18.5 is International Museum Day, when many offer free entry.

Art Gallery tour is a nice way to spend one or two lazy Sundays. Usually they have free entry and
majority of the galleries are conveniently located in the same central district of Helsinki. Find out more about art galleries and museums in the area on the VisitHelsinki website.

Music
The most popular venues include Hartwall Arena (major artists), Tavastia (pop, rock, heavy metal), Nosturi and Vanha Ylioppilastalo. Tickets can be bought from Ticketmaster.fi or Tiketti.fi or Lippu.fi.

For classical music, try Finlandia Hall, the new Helsinki Music Centre, Espoo Cultural Centre or the Opera House. Although all these venues offer significant student discounts, a tip for an even more accessible option is the Sibelius Academy. It regularly organises student concerts, many with free admission (siba.fi/en). Main jazz venues include Storyville and Umo Jazz House.

Public libraries
All towns and municipalities have public libraries and both municipal libraries and university libraries are open to all citizens. Students use public libraries, university libraries, research libraries and libraries at educational institutions side by side. The Finnish libraries offer a great variety of services and make an extensive use of information and communications technology and information networks. Finnish public libraries are in fact world leaders among libraries as online access providers. In addition to books, almost all of the libraries lend for example DVDs and music CDs and have available a great variety of newspapers and magazines as well as computers connected to the Internet.

Religion and places of worship
Finland is a secular country, but many cultural traditions in Finland have their origin in the Lutheran Church. Religion and worship are mostly seen as very private matters and Finnish law entitles everyone to the freedom of religion. Most Finns, about 85% of the population, are Lutheran and 1% belongs to the Russian Orthodox Church. These are the two official religions in Finland. There are also Catholic, Jewish and Islamic congregations as well as numerous smaller religious communities.

The Helsinki region congregations of the Finnish Evangelical Lutheran Church have assigned specific university chaplains for the use of the campus communities. This is a common practice in Finland and is entirely optional for the members of the campus community. Taking part in the activities or using the services offered is completely extra-curricular and available to those interested, regardless of your religious views.

Restaurants, bars/pubs and cafés
The Finnish restaurant scene is lively and varied, with something for every taste and every budget, from gourmet restaurants to small bars and cafés. Serving alcohol is forbidden to those under 18. If asked, you will need to show some identification. Note that the age of 18 is the legal limit, bars and night clubs have the right to set higher age limits for their clients and many do so. Closing times in bars and night clubs vary normally between 01.00 and 04.00. About half an hour before closing they flash the lights (valomerkki) for last orders and then stop serving. To find out more information about places to eat and drink, you can check out eat.fi.

Theatres
Helsinki offers various theatre experiences and features quite traditional performances as well as contemporary avant-garde shows. The opera and ballet fans can visit the more traditional Finnish National Opera and Alexander Theatre but those who prefer contemporary performances and unusual experiments will perhaps be more interested in visiting the Savoy Theatre. For more information on theatres, visit the Helsinki Tourist Office or their website.

Day trips from Helsinki
Porvoo is a well-preserved town with many wooden houses. See the red warehouses on the riverbank, the beautiful medieval cathedral and delightful little shops and artisans’ workshops.

Turku is the oldest city (almost 800 years old) in Finland with a lovely cathedral and a medieval castle. It is easily reached by train and only two hours away from Helsinki.
**Hanko** is the southernmost spot in Finland, 140 km west of Helsinki. This town of less than 10,000 people is famous for its summer activities, including sailing, tennis, art, theatre, etc.

**Tampere** is the birthplace of Finnish industry, boasting one of the last Lenin museums left in the world as well as a spy museum. About 180 km north of Helsinki, one hour 30 min to two hours by train.

**Tallinn** (Estonia) is known for its medieval beautiful city centre which represents 700 years of uninterrupted architectural history, all within a short walk. Tallinn is easily visited with “day in Tallinn cruises” organized by many different cruise companies, e.g. Tallink Silja, Eckerö Line and Viking Line.

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**Working in Finland**

International exchange and degree students are allowed to work in Finland with certain restrictions. The restrictions have to do with the nationality (EU/EEA or non-EU/EEA) and the nature of employment. In addition, the regulations for study-related work, compulsory training or employment having to do with thesis work tend to be more relaxed. For postgraduate research work, the regulations are vaguer and must be checked from the local employment office.

If you are a Nordic or EU/EEA national, you do not need any special permits for working in Finland during your studies. There are no restrictions on how many hours per week you are allowed to work, but you should take care that work does not get in the way of your study progress.
Non-EU students can work within certain limits on a student residence permit if the work is practical training included in the degree or if the amount of part-time work does not exceed 25 hours a week. There are no limits in terms of hours on full-time work outside term times (summer and Christmas holidays specifically). For general regulations on working in Finland, see intofinland.fi.

**Finnish job market**

Finding a part-time job can be difficult, especially if you do not have Finnish language skills (or Swedish language skills, in some areas of Finland). Therefore, we strongly encourage full-degree students in particular to learn the local language!

Many jobs, however, are not announced publicly; instead, vacancies may be filled through unofficial channels. Your chances may improve if you keep it in mind that your own initiative is one of the key factors. Although employment and career services or job recruitment agencies can assist you, they cannot arrange a job for you on your behalf; you need to be active yourself. In addition to contacting potential employers, you are advised to:

- Exchange information and experiences with your fellow students
- Use your social networks
- Get acquainted with the Finnish customs of job searching (how to present yourself to a potential employer, how to write your cv, and so on)
- Remember that few students get lucky first time – do not be too discouraged if you are not immediately successful in your quest for a part-time job.

**Finding work**

Aalto University offers students at each campus Career Services. This should be the first stop for any student looking for a job. Although Career Services do not act as a part-time job recruitment agency, you might contact them for advice on possible local part-time employment opportunities, and general tips on job hunting in Finland. The Career Service has implemented the CareerWeb system that helps employers to recruit students.

You can also contact the Employment Offices in the Helsinki region: see Ministry of Labor’s web pages (mol.fi). Here you can also find a listing of job openings.

**Taxation**

**Finnish personal id-code (henkilötunnus)**

You need one of these to work in Finland. See the Arrival and Settling in section.

**Taxation policy**

If you work in Finland, you have to pay taxes on your income. The taxation policy depends on how long you stay in Finland – less than six months or over six months – and on the type of your employment. International tax agreements sometimes allow tax deductions for students. In most cases, you can get deduction only if your work in Finland is directly related to your studies at home. Check the Finnish Tax Administration website for details.

**Tax Card**

You must request a tax card (verokortti) from a tax office if you are employed and residing in Finland for more than six months. The original tax card should then be presented to the employer so that tax can be withheld. When applying for a tax card you need to give an estimate of how much you will earn in the calendar year (January to December), so that the tax office can assign you a tax percentage. Remember, the higher your predicted income, the higher the tax percentage you will pay. You will also need the Finnish personal number that can be obtained from local register offices (Maistraatti).

**Tax returns**

The Finnish taxation year is the calendar year. The Tax Administration distributes the pre-completed tax return each year in March or April. The form is sent to all individual taxpayers. You must keep your
receipts for any tax-deductible purchases to save time when you go over the pre-filled information. The last date for sending back your corrections is shown on the first page (sometime in May). If the form is correct (i.e. you have no deductions or extra income to add to it) you don’t need to return it.

To summarise (if you plan to work)

• Contact the tax office once you have obtained a Finnish ID code.
• Estimate the income you will earn this calendar year (don’t over-estimate).
• Once you get your tax card in the mail, take a photocopy for your records and then give the tax card to your employer.
• Check your income tax return by the middle of May after you receive it (which will be sent automatically to the address you provide).
• The taxes owed and tax refunds are due at the beginning of December each year.
• For more information you can also visit the InTo Finland service point in Kamppi. InTo is the service point of the Finnish Tax Administration and the Social Institution of Finland (Kela).

When you have graduated, you may decide that you would like to find full-time employment in Finland. It is normally a good idea to prepare yourself in advance for the actual job hunting, already before graduation. Bear in mind that if you manage to find a part-time job in your field while you are still studying, this may act as a springboard to full-time employment.

Student-Alumni Mentoring Programme

Alumni Relations offers mentoring to international students as part of the Aalto University Mentoring Programme. Mentoring promotes the career development and employment of degree students at Aalto. It aims to build students’ professional networks, self-awareness and confidence, explore new ideas and areas of interest and gain exposure to career options. The heart of mentoring is in one-on-one meetings; however small, themed group meetings and corporate visits play a strong role in the programme. The application period is from March to May. The programme lasts for the whole following academic year. For further information, please contact mentoring@aalto.fi.

Career planning

Aalto University Career Services help students prepare for working life by enhancing their job hunting skills and facilitating their employment in relevant jobs. Their services range from individual career counseling and mediation of vacant jobs to organising career fairs. The aim is to be there for the students from the very beginning of their studies until graduation. All Aalto students have access to an extensive Job Hunting Guide which has been updated to give detailed information to Aalto students for the different recruiting process stages. Some of the most important services offered are career advice and counselling, personal career counseling, trainings in different aspects of job hunting and working in Finland, and CV-clinics.
Please, see studyguides.aalto.fi/welcomeguide