



# GUIDE FOR RV-1505 2009

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## ***Greetings from the Kv-ISO Director***

Greetings, dear kv-ISO! As kv-ISO Director, I congratulate you for your choice to take this responsible task. We Finns seem to be – at least concluding from the media – a nation greatly interested in what other people think of us. We are constantly concerned about foreigners' opinions, in particular. As a kv-ISO tutor, you can directly have an effect on this topic which constantly occupies the media. It is nice to think that active technology students, who in my opinion are usually brilliant guys and girls, get to create the image of our country and universities!

This year, TKY has continued to shape kv-ISO activities with the purpose to make it even more interesting and fun. Situations from a few years back when kv-ISO tutors took care of their international students alone are now history. Nowadays, you get to work as pairs and guide a hopefully funny and active group consisting of international students.

Additionally, the role of the Committee for International Affairs, consisting of guild members in charge of international affairs, is more significant this year. We aim to organise plenty of versatile activities for you so that your valuable work would not even accidentally feel like hard work. If you have good ideas for international activities in your guild or if you need help from your guild, please get in touch with the person in charge of international affairs. At TKY, you can also contact me (*kv-isotirehtööri@tky.fi*) or the sector for international affairs (*international@tky.fi*).

Finally, I would like to give an advice for kv-ISO activities: when I worked as the kv-ISO tutor, I thought it was fun when a kv-ISO known by our group brought one's foreigner to the events of our freshmen group. Therefore I can recommend organising joint events with familiar freshmen groups.

With international regards,  
*Heikki Harju*  
KV-ISO DIRECTOR

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## ***Big Small Issues***

The most joyful events in our university calendar are autumn and the arrival of new students. All new students – like most of you current ones too – will graduate from the Aalto University. What does this mean? At least it means that we all have an exceptional possibility to influence creating a student-based learning culture which is the target. The aim is to keep freshmen, who are excited and yearning for knowledge on their arrival, even more motivated and enthusiastic after one year of studies. Another aim is that individuals who arrive from different backgrounds, experiences, values and hopes would find their own place as part of the academic community which cares and is interested in them. A positive first impression and good start are extremely important and I think it is great that you wonderful ISO-students want to help in this mission!

What were your own images, expectations, dreams and experiences as a freshman? Perhaps you could recall those a little and maybe compare them with other ISO-tutors. That would be a good, humane starting point. As a kv-ISO, it might at times feel that there is too much to remember what to tell and teach. However, knowledge does not disappear, you can get it afterwards from the secretariats, student counsellors, teachers, guilds or you can ask a friend. Perhaps the most important thing is to be ISO on the emotional level; to set an example but also to listen, to try to understand and encourage a freshmen group to discuss by themselves. And above all, to encourage freshmen to know that the university always offers help, caring and answers to questions, as long as you do not brood over them alone.

The role of kv-ISO is demanding and important and I greatly appreciate it. As a consolation, I can say that it is easy to succeed in this duty when you just try your best – nothing more. There are no ready-made patterns as there are many variables. Preparing and pondering key questions in advance is of help. However, when you are in a stressful situation, it is important to stay relaxed and being yourself is even more important. By the way, familiar teachers will certainly be happy if you show up with your freshmen group to say hello. You are particularly welcome to Design Factory where I work as a caretaker.

In my opinion, in the background of everything great and beautiful is the following order of importance: firstly, the love in what you do; secondly, constant learning; and thirdly, persistence and diligence. Not everything related to studying – and life – is always pleasant for everyone but with a good attitude, the love in what you do and the joyous activities always win. As ISO-tutors, you help freshmen to learn but I believe that you have at least as good a chance to learn something new yourself!

*Eetu*  
*Kalevi Ekman*  
TKK VICE RECTOR

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# 1 Introduction

*“The Helsinki University of Technology (TKK) must provide its students with an academic basic and post-graduate education which is compatible with the international labour market. A part of the education is to provide the ability to function in a multicultural working environment. To achieve this goal, students should study and do their work experience abroad and socialise actively with the foreign students in Finland.”*

Congratulations, you have made the right decision by deciding to become a kv-ISO (international student tutor). Nowadays, the concept of “domestic internationality” has been discussed and working as a tutor is just one example of it. The labour market requires the ability to function in a multicultural environment, but as everyone does not have the chance to live abroad during their studies, 600 foreign exchange and degree students, who arrive in Otaniemi annually, offer a chance to domestic students to become international “at home”.

Foreign students, like the new Finnish students, need a kv-ISO to guide their studies and student life at the beginning of their stay. Students who come from a different cultural background need help in practical issues which might seem routine for Finns.

In this guide, we explain kv-ISO activities; what it includes, what to do, how, and when. Even though some parts of the information in this guide do not directly concern a kv-ISO, it is good to know what is involved when a foreign student arrives in Finland and what the foreign students should know themselves. That is why reading this guide is advisable and one can always return to it for reference.

In addition to new experiences, a kv-ISO will receive one credit to include in the elective language studies (either English or some other language which they will speak with the person they tutor). The course description and instructions for receiving the credit can be found on the language centre web page:

Studies -> Courses -> English -> Student tutoring in English

## 2 BEING A KV-ISO IN PRACTICE

### 2.1. Before a foreign student arrives

When foreign students receive their acceptance letters from the international student services, they also receive information on Finland, TKK, studies, and a brochure of kv-ISO activity.

After receiving the list of new international students from TKK’s international student services, kv-ISOVastaava, the person responsible for the international student tutoring, divides the foreign students into groups of 8–10. Every group has two kv-ISO tutors. The group division is organised according to the studies of kv-ISOs, preferably in a way that foreign students have tutors who study their own subject, or at least a subject within the same faculty. Also the wishes of a kv-ISO, such as language preferences, are taken into account, if possible. When the person in charge has organised the groups, he/she will send a finished list of foreign students and kv-ISOs directly to tutors and the international counsellors and organisers in faculties by e-mail. This is done during August for autumn and during December for spring.

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### 2.2.1 Pickup from the airport and compensation for expenses

The first task of a kv-ISO is to contact a foreign student. In this way, foreign students have a chance to ask questions before arriving in Finland. At the same time, the kv-ISO arranges with foreign students if they want to be picked up from the airport, the railway station, or whether they want to arrive in Otaniemi by themselves. Tutors also ask if foreign students need help with collecting their keys. When the person in charge of kv-ISO activity has the information and the preferences of foreign students, he/she will guide your work in more detail. If, for some reason, the e-mail address of your foreign student does not work, get in contact with the International Student Services.

**Kv-ISO training** is organised at the end of the summer before the arrival of new students and at the end of the year before the students for the spring term arrive. The training is strongly recommended for all kv-ISO tutors. It covers all the practical issues of being a kv-ISO and you also have a chance to get to know other tutors.

## 2.2 WHEN A FOREIGN STUDENT ARRIVES

The services offered to foreign students, such as picking them up from the airport, guiding them to their houses, and visiting the registry office, should be done with as many foreign students as possible at the same time. Often it is enough just to give clear guidelines on how to act in different situations. The most important task of a kv-ISO is to know what to do when a foreign student asks for advice.

The first task of kv-ISO tutors is to pick up foreign students from the airport or meet them somewhere else. The airport pickups should be timed in a way that several students can use the same transportation.

The expenses for the pickup, such as the bus or parking tickets, or petrol expenses, will be compensated. Please attach the original receipts with your travel bill. If you are claiming for the kilometre allowance, it has to be justified (such as if the students have heavy suitcases with them). The route has to be defined, for example: Otaniemi-Airport-Kannelmäki. The bill has to include the names of foreign students and their faculties. If foreign students arrive in the middle of the night and there is no public transport, they must pay for the taxi expenses.

You can also apply for compensation for picking up the keys in advance or visiting a police station or the registry office with students. Expenses are compensated for bus tickets, the kilometre allowance or parking tickets. If you claim for the kilometre allowance using your own car this must be justified, by taking several foreign students to the authorities at the same time.

Remember to attach all the original receipts (also bus tickets) with your travel bill. All expenses are applied for with the same form which can be found on: [http://www.tkk.fi/fi/henkilokunnalle/lomakkeet/16\\_matkalasku\\_eng.xls](http://www.tkk.fi/fi/henkilokunnalle/lomakkeet/16_matkalasku_eng.xls) (only on TKK computers). You can also get the form from the International Student Services. Remember to fill out the form correctly and mention your name, social security number, the names of foreign students and their faculties. The travel bill is returned to KV-Opiskelijapalvelut, Ulla Ahlgren, PL 1100, 02015 TKK.



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You can get to the airport from the railway station by the 615 and 615T buses and from Westend through Tapiola with the 514 bus. You need a regional ticket to get to the airport. The Finnair bus drives between the airport and city terminal (next to the railway station) every 20 minutes and costs approximately 5 euro one way.

### **2.2.2 Collecting the keys and guiding students to their apartments (applies only to exchange students)**

Usually exchange students have apartments before their arrival, either through TKY or HOAS. The second task of a kv-ISO is to guide foreign students to their apartments. This does not apply for the foreign degree students, because the University does not organise their accommodation!

You can collect the keys at the TKY accommodation office which is open from Monday to Friday from 12 p.m. to 4 p.m. and the first weekday of every month from 9 a.m. to 4 p.m. You can also get the keys from a HOAS office (Kannelmäki office has the keys for Klaneettitie and Kitarakuja, Kamppi office has the others). Check the opening hours at: <http://www.hoas.fi/>yhteystiedot>.

When you collect the keys, you have to pay for the accommodation deposit. The deposit of a TKY accommodation is 200 € / room. You can pay by cash or a bank transfer if you ask for one. When collecting the keys, it is recommended that the foreign student is with you. If required, Ulla Ahlgren from the International Student Services can e-mail the information on who collects the keys for which student. HOAS collects the deposit when the reservation is made. If you collect the

keys from HOAS on behalf of someone else, you will need a letter of attorney which you can get from the International Student Services.

If you collect the keys for your foreign student in advance, please inform Ulla Ahlgren beforehand at the International Student Services. It is recommended to collect as many keys as possible at one time. You should mention the name and address of the foreign student and your own name and a date of birth. NB! With issues concerning accommodation and the letter of attorney, please contact [housing\(at\)tkk.fi](mailto:housing(at)tkk.fi). E-mails sent to this address will be read during the vacations, too.

### **2.2.3 General information on the accommodation of foreign degree students**

If students have to find accommodation by themselves (such as degree students), the options are Teekkarikylä and HOAS. It is very difficult to find a free-market apartment, especially in autumn. If students arrive already in July, they can also use the housing services of the Student Union (<http://www.hyy.helsinki.fi/asunto/>) free of charge. If foreign students cannot find accommodation, they should get in contact with the TKY housing services or the social policy sector which organises emergency accommodation. Living in the same apartment with other students might be a new experience for foreign students, and it is recommended to go through the basic rules of communal living. It is not a kv-ISO's task to find accommodation for students, but you can always give advice if needed.



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### 2.2.4 Enrolment

The enrolment for the University should be taken care of as soon as possible after the arrival. The new international students enrol personally at the International Student Services (main building, 2. floor, room Y235) where they need the following documents:

- Paid TKY membership fee (receipt)
- Passport photograph for a student card
- Passport or some other ID
- The letter of acceptance from TKK

Since many foreign students do not have a Finnish bank account when they enrol, it is easiest to pay the TKY membership fee at the Secretariat (Otakaari 11). Make sure you have enough cash (a separate bank transfer form, etc., is not needed in advance). Before the enrolment, foreign students should take passport photographs. The closest place to make photographs is Tapiola. It is good to have several photographs, because they may be needed for the permit of residence and its registration, for example.

After the enrolment foreign students receive their student numbers, the certificate of attendance and the study programme. Students fill out their forms of basic information, applications for a student card and for a computer account. Computer account will be applied for after the enrolment (IT Service Desk, main building, first floor, room Y199a). If you have questions about the enrolment or other practical issues, please contact *registration(at)tkk.fi*.

### 2.2.5 Banking

A passport or some other ID and the certificate of attendance are required for opening a bank account. Some banks might also require a recommendation letter from one's own bank and/or a clarification of the extent of account usage. You can speak Finnish, Swedish and English in the bank. In Finland, cheques are rarely used, whereas a foreign student may find a regular bank transfer unusual. If you have any questions, you can get service and more information in the bank. If foreign students get a Finnish payment card, then cash machines work only in Finnish (!). This is why foreign students might need your help when visiting a cash point for the first time. The visits to the bank should also be made in bigger groups. The kv-ISO in charge organises the bank visits together with the kv-ISO tutors.

### 2.2.6 Telephone

There are many mobile phone company subscriptions available and the prices vary, which is why taking advantage of the special offers is advisable. Foreign students might have to pay for insurance, which will be returned when the subscription is ended. The easiest way is to find a subscription at R-Kioski. The subscription can be used immediately and pre-paid vouchers can be bought from almost every R-kioski. These subscriptions include at least dna Prepaid, GO Mobile, Sonera Easy, Saunalahti Prepaid and Kolumbus Prepaid. You can order a Saunalahti subscription on the Internet, other subscriptions can be bought at mobile phone stores or at R-Kioski.

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### 2.2.7 Travel card

Give advice to foreign students on how to buy and use the travel card. The options are a holder's (multiuser) card or a personal card. A holder's card can be bought at R-Kioski, but it is quite expensive. **In order to buy a personal travel card, one must be registered at the registry office (maistraatti) first.** Please note that only the students who have a municipality of residence in the capital region can receive student discount (those who have been allowed to reside permanently in a municipality, see the admission conditions, chapter 6.2).

A foreign student who is not permitted to reside permanently in a municipality in the capital region can buy a personal travel card (for adults) whose holder is entitled to buy and use for the period and the value of the card. One can load money onto the card or buy a season ticket. The personal travel card is still cheaper than the holder's card or than using single tickets. ***In every case, buying a personal travel card requires registration at the registry office first!***

One can get a certificate of residence in a municipality from the registry office, which informs whether a person has a home municipality in the capital region or if they are living there only temporarily.

After the registry office visit the travel card can be bought from the service point (Yhteispalvelupiste) in Leppävaara, Iso Omena or Tapiola, or in Helsinki at the HKL (Helsinki City Transport) service point. When applying for the travel card, one needs an ID; passport is the most reliable one.

Students are only entitled to the student discount on a travel card, if their studies last at least

nine months and studying is full-time, if they are under 30 years old **and** their home municipality is one of the four municipalities in the capital region. If the home municipality has been proved but one does not have a student card yet, the International Student Services (room Y235) can give the certificate of studies for the City Transport. Remember, this certificate is not enough if the municipality of residence is not in the capital region.

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## 3 Studies

### 3.1 ORIENTATION

When the academic term begins, the orientation for new foreign students is organised. In autumn, the orientation lasts for a few days and in spring it lasts for a day. It is recommended to attend the orientation from the first day, so you should encourage foreign students to arrive in Finland on time! The orientation covers the practical issues which are related to studies. Note also that because all new international students are expected to take part in the Orientation, it is not possible to take care of enrolment procedure during the Orientation programme.

### 3.2 Guidance on practical issues

The study practices can vary greatly between different countries. You should advise foreign students with the following issues:

- Enrolling to exercises, labs, and exams
- Notice boards and other information
- Permit to IT services, e-mail, news groups
- The location of study clinic, international and student councils, professors/lecturers and their reception hours
- Different libraries and their opening hours, using the library's multimedia services, fines, and losing one's right to borrow

In many countries, the attitude towards the teaching personnel is remarkably more official, so you should mention that students are genuinely welcome to the professors' receptions!

## 4 Student Union

### 4.1. THE GENERAL STUDENT UNION BENEFITS FOR MEMBERS

The membership benefits of the Student Union are the same for foreign students and Finnish students; therefore a foreign student is entitled for the following:

- Student card from the Secretariat at Teekkari Services (Tuula Ilmes), available 2–3 weeks after enrolment, with receipt (if a card disappears, a new one costs 6 €)
- Discount with a student card when travelling, for instance in long distance trains and buses, but only a few are entitled for HKL or YTV student discount of travel cards. Discount also for cultural and sporting activities.
- Services of YTHS (Finnish Student Health Service). Foreign students can use the same services of YTHS as the Finnish students, including dental, general and specialist services, as well as a public health nurse, psychologist, and laboratory services. You should inform a foreign student about making appointments and cancelling them, and inform them that they might have to queue for some services. Also remind a foreign student that YTHS is open only during office hours and always closed on weekends.
- Meals at student prices
- Renting a van or Otaniemi premises
- Lawyer services, TKY loan

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## 4.2 Student Union services for exchange students

The following TKY services are only for the exchange students. The idea is to offer them short term services. Because the degree students stay longer in Finland, they cannot use these services.

### 4.2.1 E-mail Lists for International Students

TKY has its own e-mail lists for international students. E-mail lists are only for TKY communications, they are not general message channels. It is advisable to recommend for international students to join the lists. Degree students and exchange students have their own e-mail lists. The lists can be joined on [www.tky.fi/exchange](http://www.tky.fi/exchange) and [www.tky.fi/int-degree](http://www.tky.fi/int-degree).

### 4.2.2 Survival Kit

The Survival Kit is a kitchen utensil set for foreign exchange students. There are 26 sets and they are given to the exchange students who ask for them first. That is why you should inform exchange students about this in advance. You can get the survival kit by paying a deposit of 65 € to the cashier at the Secretariat. After the payment, exchange students can collect their kit from the recycling centre (Servin Majjan tie 6 D) during its opening hours.

When foreign students leave, they return the kits to the recycling centre, where the condition of kits is checked. If they are in good shape, the deposit will be refunded at the Secretariat, except for a 10 euro usage fee. If some of the utensils do not work, their value is taken from the deposit. The price list of the utensils is given when signing the survival kit contract.

More information from TKY international services at [international@tky.fi](mailto:international@tky.fi) and the recycling centre at <http://kierratyskeskus.tky.fi/wiki/>

### 4.2.3 Bike service

TKY offers ten bikes for exchange students. The bike service is offered by TKY, but in practice it is handled by Bikepoli, an association under TKY.

The bike service functions like the Survival Kit: First you pay a deposit to the Secretariat, and after that you can get a bike from Bikepoli. Please arrange the time of picking up the bike with a Bikepoli member. The bikes are returned to Bikepoli after their use and exchange students can get their deposits back from the Secretariat. The usage fee is 20-30 € depending on the using time of bikes.

The periods for usage are autumn, spring and summer. More specific times depend on the weather, especially in autumn. Bikes have to be returned in between the usage periods, even if a student keeps the bike for the whole year. The idea is that bikes are maintained in between the periods.

More information at: [bikepoli@list.tky.fi](mailto:bikepoli@list.tky.fi) and [international@tky.fi](mailto:international@tky.fi).

## 4.3 LEISURE TIME

**Kv-ISO tutors** are a foreign students' first contact with Finnish culture and student life. Therefore it is important that tutors familiarise foreign students with student life in Otaniemi and help them to adjust to Finnish culture.

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## Guild activity

Guild activity is a good way to introduce students to student culture. It is suggested that you take your foreign student to guild events, tell them about the student culture of technical students and their traditional events, such as vappu (May 1, Labour Day) and try to encourage them to take part in the guild activity! The person in charge of international issues in your guild will help you. His/her task is to involve foreign students in the guild activity. Together you can plan activities for foreign students and co-operate in making foreign students part of the guild. The contact information of the people in charge of international issues in guilds can be found on

<http://www.tky.fi/fi/yhteystiedot/jaostot-ja-toimikunnat/kv-toimikunta/>

## ESN-TKY

ESN-TKY, the Otaniemi Subdivision of Erasmus Student Network, was founded in the spring of 2003. ESN-TKY is responsible for foreign students' leisure time; it organises sauna and pub nights, sports, cultural activities (food culture, film nights), etc. More information on ESN-TKY activities is available at [esn-b@list.tky.fi](mailto:esn-b@list.tky.fi). New Finnish members are welcome, so why not get together with your foreign student and get to know other foreigners! More useful information on ESN web page: <http://www.esn.tky.fi/>.

## BEST

BEST, the Board of European Students of Technology is a European-wide association of students of technology. Maybe the most visible activity of BEST is organising annual summer courses. More information on <http://best.tky.fi/>.

## Other associations and organisations

Otaniemi and TKY have several associations and organisations varying from sports to music and culture. Tell your foreign student about these different possibilities, as there is certainly something for everyone! Because there is not much information in English about some associations or events, you are required to find out and translate about interesting leisure time activities.

## 4.4 SPORTS

Work hard, party hard. With all the activities involved in new studies and the happy student life, you should not forget to keep your body active. Exercising gives you energy and healthy change both for studying and partying.

Many of you have probably played ball games at Alvari Square but it is also possible to exercise in many other ways in Otaniemi. You can challenge another international group to a match of skittles, reserve your own badminton hour at Otahalli (Otaniemi Sports Centre) or just spend a relaxed evening playing board games. When moving to a new country, old sports hobbies can easily be forgotten if you do not find exercise company or a place straight away. Help your international student to find his/her own sport in this new environment and dare to explore new possibilities!

## Games and Play – Exercise for Everyone

The TKY Sports Committee moves students in many events throughout the whole academic year. Further information on sports events organised by TKY is available from the person in charge of sports affairs in your guild.

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The TKY Secretariat also has the sports equipment closet from where students can freely borrow sports and game equipment. There are baseball equipment, different balls and bats, mölkky (Finnish tossing game), boules and many board games. There is also a reservation book for the skittles field and keys for the equipment box.

There are approximately forty different sports associations in the close proximity of TKY which offer their members the possibility to play and exercise within their own sport during free time. Contact information for all sports associations are available on the TKY website.

During the academic terms, Otaniemi leagues in floorball, futsal, basketball and volleyball organised by TKK and Technology Students' Sport Club (PUS) are played at Otahalli. Further information on the Otaniemi leagues is available on:

[http://pus.tky.fi/index\\_en.php](http://pus.tky.fi/index_en.php).

### **From the Skittles Field to the Skating Rink**

The Otaniemi campus area provides excellent opportunities for different sports. The sports services offered by TKK are focused on Otahalli but there are sports facilities all over Otaniemi.

Otahalli is a versatile sports centre partially owned by TKK and TKY. TKK organises exercise for students in Otahalli in the forms of ball game leagues, free hours and group training classes. In addition to these, Otahalli provides student-priced badminton, tennis and floor ball hours on weekdays from 9am to 4pm. Additionally, students can use the multipurpose facilities at Otahalli. The premises include two table tennis tables, punchbags and music equipment. Small

groups or individual students can use the premises for free when they are not occupied. Bookings for the premises can be found on the sports calendar. The Blue Fitness gym is also located in Otahalli. Students get a discount from gym cards. The sports arena owned by the city of Espoo is located in Otaranta which provides facilities for athletics. The arena was renovated as the practise arena for the World Championships in Athletics in 2005 and therefore it is in excellent condition. Additionally, tennis and street basketball courts are next to the sports field. During the winter, the court is frozen into a skating rink. In addition to Otahalli and the sports arena, Otaniemi also has a beach volleyball court, Miinusmaa skittles field, tatami hall and multipurpose facilities which are particularly suitable for dancing.

The city of Espoo maintains an extensive sports facility network which provides possibilities both for indoor and outdoor exercising. Espoo strongly supports students' exercising by providing services for a discount price. Information on sports facilities in Espoo is available on the Espoo Recreation Department website: <http://english.espoo.fi> → Sports and Exercise.

### **Sports Guide and Sports Calendar**

TKK Sports Services organises different guided training hours and courses in yoga, dancing and boxing mainly at Otahalli but also in other sports facilities during the academic terms. Students can play different ball games during TKK's open hours at Otahalli. TKK's schedule of reserved hours is available on: <http://liikuntavuorot.tky.fi/> (only in Finnish).

TKK Sports Services annually publishes the Sports Guide at the beginning of the academic year

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## 5 Other relevant issues

where you can find information on the sports services of the academic year in question and sports opportunities at Otaniemi and its neighbouring areas. The Sports Guide is available in an electronic form on <http://liikunta.tkk.fi/en/> or as a printed version at the TKK study office or the TKY Secretariat.

Students can also freely participate in sports services offered by the Helsinki School of Economics (HSE).

### Contact Information

TKY Sports Sector,  
(09) 468 2149, [liikunta@list.tky.fi](mailto:liikunta@list.tky.fi)

TKK Chief of Sport Affairs  
**Jouko Miihkinen**,  
(09) 451 2054, [jouko.miihkinen@tkk.fi](mailto:jouko.miihkinen@tkk.fi)

- Price level: usually students have to live with little money. Give advice to your student on where and when to find inexpensive goods, food, and clothes. You can visit flea markets and familiarise foreign students with Otax tori. myydään (marketplace.selling) and tori.ostetaan (marketplace.buying) services.
- Reminding of responsibilities; a kv-ISO must emphasise students' responsibilities for their own accommodation and studies (bills, rents, etc.)
- Common rooms, if living in a HOAS apartment.
- TV licences and inspectors
- Pharmacies
- Route planner (on the Internet)
- Sauna
- Responsibility for time (punctuality and the academic quarter)
- Smoking – inform where it is appropriate
- Drinking culture
- National characteristics
- Winter is cold and dark in Finland!

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## 6 Authorities

Some nationalities may have learned not to trust the authorities and that is why the role of authorities in Finland should be explained. You might also help when contacting a caretaker, house manager, etc. Also remember to mention the emergency numbers! Police: 10022, general emergency number: **112**.

### 6.1 RESIDENCE AND WORK PERMIT ISSUES

Residence permit issues are handled at local police stations.

The foreign police of Helsinki are located in Malmi, Viljatie 2 B. It is easiest to reach by train. The opening hours are from Monday to Friday, from 8 a.m. to 4.15 p.m.

The Police Station of Espoo is located in Nihtisilankuja 4, Kilo. You can get there by train (Kera stop) or by the buses 3, 5, 15, 18, 35, 43 (in Espoo) or 109, 110T, 206, 212 (regional lines). The opening hours are from Monday to Friday, from 8 a.m. to 4.15 p.m.

NB! The queuing time for Helsinki and Espoo foreign police ends at 2 p.m. If you arrive at 2.01 p.m., you will not get a queue number and you might have to come back another day.

The police station in Vantaa is located in Kielotie 21, 01300 Vantaa. Foreign students' permit issues Mon-Fri, 8 a.m. to 4.15 p.m. The information phone Mon-Fri, 9 a.m. to 11 a.m., tel. +358 9 873 0463.

### 6.1.2 EU citizens

If studies last longer than three months, students must register their residence at the police station. This should be done as soon as possible. The permit application must be left in person to a police station in one's own municipality. Take the certificate of attendance with you, which you can get from the International Student Services, or at least have the official acceptance letter with you. You also need a passport or some other official ID. The registration of residence rights costs 40 € for a student. The EU citizens do not need a separate working permit.

The Nordic citizens do not need a residence permit / the registration of residence rights, but they have to inform the registry office (maistraatti) of their stay if it lasts longer than six months.

### 6.1.3 Students outside the EU

Foreign students outside the EU should have their residence permit already, because they will get their first residence permit before arriving in Finland from the embassy of Finland in their home country.

If a student needs to apply for an extension to their residence permit, the application has to be returned before the end of the current permit to the local police (not the registry office). Attach the following to your application: a photograph, the certificate of attendance, official transcript of records (or a clarification of your studies), at least 6000 € deposit for a year or other clarification of income (a scholarship, for instance) and required documents concerning a valid health insurance. The documents must be original and the application has to be left in person. The identity must be proved with a passport. If other members of



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a family are applying for the permit they must all come to the police station. In addition, the support of a family must be secured.

Students outside the EU who have a student residence permit, have the right to work part-time (25 hours/week) during the semesters and full-time during the vacations. The residence permit is chargeable. If you have problems or questions about the permit issues, please contact the International Student Services.

## **6.2 REGISTRATION AT THE REGISTRY OFFICE (MAISTRAATTI) AND INFORMING ABOUT A MOVE TO FINLAND**

The registration to the registry office (Maistraatti) is compulsory if a foreign student stays in Finland over a year. It is still recommended that foreign students register at the registry office even if they stay for a shorter period of time, because otherwise they will not be able to buy a personal travel card, for example. If a student is registered as a resident of one of the municipalities in the capital region, it helps when getting the travel card.

Decisions on issues concerning a foreign student's home municipality are made at the registry office according to the home municipality act principles. A permanent home municipality can be permitted to the person if studies are going to last for min. of 2 years and if the residence permit is valid for at least a year (non EU) or right to reside in Finland has been registered at the local police station (EU/EEA citizens). The period of studies can be proved with the certificate of attendance which students receive upon the enrolment.

These principles usually mean that **an exchange student is not entitled for a home municipality in the capital region, and therefore cannot get a student discount for a travel card.** Degree students, however, have a better chance of receiving a home municipality status and with it the student priced travel card, among other things.

The Nordic citizens have not been required to deliver the Nordic migration evidence to the registry office since January 1, 2007. However, a person has to notify local registry authorities and prove his/her identity, if the stay is longer than six months.

A written notification of move to Finland has to be made at the registry office in every case. The notification of move must legally be done within 7 days thereof. The easiest way to do this is to go to the registry office straight after the police station. This way you can make the notification of move and you will receive a certificate for buying a travel card at the same time. The home municipality certificate may cost a few euros.

The registry office in Espoo is located in Tapiola, Itätuulentie 1. The opening hours are 9 a.m. to 4.15 p.m., Mon-Fri. The registry office in Helsinki is located in Albertinkatu 25, the opening hours are 9 a.m. to 4.15 p.m., Mon-Fri.

## **6.3 HEALTH INSURANCE**

All students, who are members of the Student Union, have the possibility of using the YTHS services. It should be noted that the YTHS services are only available during the office hours and they do not cover all medical care (first aid, surgeries, and examinations during a pregnancy). The EU and ETA citizens have the same right

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## 7 Process in Brief

to health insurance services as Finns if they have their **European health insurance card**. In addition, some countries have health insurance contracts with Finland. These facts and details should be checked before the arrival in Finland. Students from other countries must have **private health insurance** from their own country or from some international company. Since September 1, 2007, students outside the EU are required to have an extensive health insurance already when applying for the first residence permit. If students outside the EU are permitted a permanent home municipality in Finland, they are entitled to use the services of municipal health care centre in the same way as the EU citizens. However, they are not entitled for other services and benefits offered by KELA (The Social Insurance Institution of Finland).

- Get in contact with your foreign student and find out in advance when he/she arrives in Finland. Make sure that accommodation issues are taken care of. If a foreign student pays the deposit in advance (voluntary with TKY, compulsory with HOASI) collect the keys. If you do so, remember to get in contact beforehand with Ulla Ahlgren at the International Student Services!
- Tell the foreign student how to reach you in case of an emergency
- Pick them up from the airport or meet at some other place which you have agreed on earlier. Go and get the keys together, if you have not done so in advance. Check the opening hours of accommodation services. After this take foreign students to their apartments. Give advice on where the nearest grocery store is and what the opening hours are. Decide when you will meet the next time and how you will find each other. Explain about TKY services.
- Payment of TKY membership fee, getting photographs, and enrolment to TKK
- Permit to IT services
- Visits to the police station (EU citizens)
- The notification of move and registration at the registry office (Take the certificate of attendance with you!)
- Buying a travel card. Take the home municipality certificate with you!
- Getting a phone connection and a bank account
- Getting to know the University, its surroundings, Finland, studies, etc.
- Have fun!

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## 8 CONTACT INFORMATION

### The person in charge of kv-ISO activity:

The person in charge of kv-ISO activity (2009):

**Heikki Harju**

e-mail: *kv-ISOtirehtoori@tkk.fi* or *Heikki.harju@tkk.fi*

### Kv-ISO tutors:

The mailing list of kv-ISO tutors:

*kv-isot@list.tkk.fi*

Mail to the person in charge if you want to join the list!

### The international sector of TKY:

The person in charge of international affairs in the Board:

**Mikko Sjöberg** (2009)

The secretary for international affairs:

**Johanna Ursin**

Tel.: +358 9 486 3275

E-mail: *international@tkk.fi*

### International student services:

Planning Officer

**Margita Slätis**

Tel: +358 9 451 5358, Room Y234

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- incoming Erasmus exchange students, Japan, China, Korea

Student Affairs Secretary

**Heidi Flinkman**

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E-mail: *registration(at)tkk.fi*

- Student services for foreign students, information, guidance and enrolment

Secretary

**Ulla Ahlgren**

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E-mail *housing(at)tkk.fi*

- The accommodation of exchange students

Erasmus Coordinator

**Mari Dagnall**

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- European exchange programmes, Erasmus

Planning Officer

**Pia Rydestedt**

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E-mail: *pia.rydestedt(at)tkk.fi*

- Nordic exchange programmes

Planning Officer

Student Recruitment and Admissions

**Katri Ventus (Ms)**

Puh: (09) 451 2104, huone Y 250a

S-posti:

*admissions(at)tkk.fi*

- The information services of international applicants and the selection process (degree students)

Other contact information and office hours on:

<http://www.tkk.fi/fi/yleista/yhteystiedot/hallinto/opintotoimisto.html#kvpalv>





