



# WELCOME TO THE UNIVERSITY OF HELSINKI!

International Exchange Services and Education Cooperation

HELSINGIN YLIOPISTO  
HELSINGFORS UNIVERSITET  
UNIVERSITY OF HELSINKI



# INTERNATIONAL EXCHANGE SERVICES AND EDUCATION COOPERATION SPECIALISTS

- General guidance related to your exchange
- Signatures for Learning Agreement
- Arrival and departure certificates
- Extending or shortening exchanges etc.





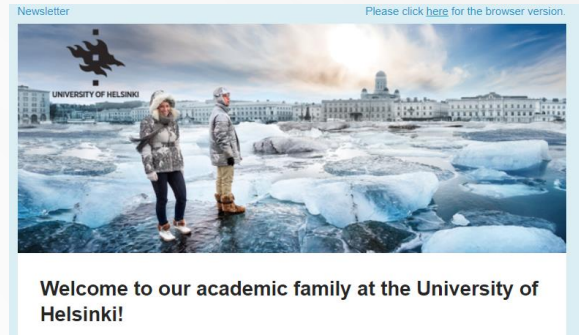
# CONTACT US

- **Drop-in Service:** Mondays 12-13, Thursdays 13-15
- **Individual appointments** (20 min online) through the [Vihta booking system](#) on Thursdays
- **E-mail:** [studentexchange@helsinki.fi](mailto:studentexchange@helsinki.fi)
- **Phone number:** +358 2941 22401, Mon-Fri 12-14
- Please find our drop-in and appointment links in our [contact pages](#)
- [Events for exchange students](#)





# NEWSLETTERS



- We will send you all important information regarding your exchange in the form of newsletters
- Check your spam-folder
- Make sure to read them carefully or you might miss very relevant information!
- Next newsletter will be sent after the Orientation Week
- Please check [the newsletter archive](#), if you have not received our newsletters.



# ORIENTATION SPRING 2024

[Link to the programme of the Orientation Week](#)

- Please first select your study programme to find faculty specific information.
- Don't know who to contact?
  - [Guidance Compass](#)



# CHECK-IN EVENT THURSDAY 11.1.2024

**Your tutors will bring you in groups to the Check-in Event**

At the event you will meet the representatives of

- International Exchange Services
- HYY (Student Union) and the different student organisations
- Helsinki Think Company, University Chaplains, Unisport
- Language Centre, Finnish Language Studies
- Library, Una Europa, Helsinki Alumni, Sustainability & Responsibility team
- IT services
- Helsinki's public transport (HSL)
- DVV: Digital and Population Data Services Agency
- Helsinki-info (Helsinki city information desk)



# BRING THESE DOCUMENTS TO THE CHECK IN EVENT

- Passport or EU Citizen's ID card
- Residence permit if applicable, or EU Citizen's registration document if applicable
- Certificate of student status printed from Sisu, or digital version (show from your phone)
- Address in Finland, including the number of your apartment/room
- Arrival Certificate (printed, if your home university has given you one and requires that to be signed)
- Bank receipt of the HYY student union membership payment (optional & only if you did not send it already to [studentinfo@helsinki.fi](mailto:studentinfo@helsinki.fi))
- Payment card (for HSL, ESN & HYY membership fee)



# AT THE CHECK-IN EVENT 1/2

Before wandering around the stands, make sure that you:

... have filled in the DVV registration e-form online

... have filled in the HSL travel discount form (you get this from your tutor)

Your tutor will collect the following paper documents, bring them to us **at International Exchange Services desk 203** to be signed, and then will hand them back to you:

- Arrival documents: Fill in your name and home university, but leave the part for dates empty.
- HSL: Your tutor will give you the paper form.
- Receipt of the student union membership fee (paper version, please write your name on the receipt).
- Learning Agreement, if your home university requires a paper version to be signed urgently.



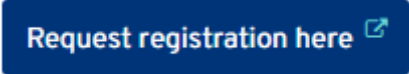


# AT THE CHECK-IN EVENT 2/2

- **IT Helpdesk:** take care of possible username and password problems. If your IT user account is not activated or if you have any problems with it, start here.
- **Helsinki's public transport (HSL) desk:** claim **the discount and buy the Travel Card** by showing the HSL form and your ID/passport.
- **DVV desk:** Complete your registration with authorities:
  - Show your ID/passport and certificate of student status to be identified
  - If you have not filled in the DVV e-form: **DO IT TODAY!**



# REGISTERING WITH FINNISH AUTHORITIES 1/2

- **Before you register via the DVV e-form, get your IT account and print a certificate of student status, you will attach it to the [DVV registration form](#)!**
- You can find the form in [the pages of DVV](#) under the title: C) Your situation is other than A or B, for example 
- **Citizens of Nordic countries:** Apply for a personal identity code with DVV e-form. Complete the process at the Check-in Event.
- **Citizens of EU or Switzerland:** Apply for a personal identity code with DVV e-form. Complete the process at the Check-in Event. +
  - Travel outside the borders within 3 months
  - **OR** [Apply online at MIGRI's webpage](#) to register for an EU citizen's right of residence (ca EUR 50) and book an appointment time.



# REGISTERING WITH FINNISH AUTHORITIES 2/2

- **Other nationalities (incl UK):** Do you already have a Finnish personal identity code? If you do, it will be on the front side of your residence permit card. It is a number sequence with 11 characters, formed on the basis of your date of birth.
  - **No, I do not have the code:** Apply for a personal identity code with DVV e-form and complete the process at the Check-in Event.
  - **Yes, I have the code:** You are all set



# REGISTERING WITH AUTHORITIES

## Nordic Countries

[Apply for a personal identity code with DVV e-form](#)  
Complete the process at Check-in Event

## EU / EEA Countries

[Apply for a personal identity code with DVV e-form](#)  
Complete the process at Check-in Event

In addition:  
+ Travel outside the borders within 3 months  
or  
Apply for a right to reside in Finland at the Finnish Immigration Service MIGRI

- [Apply online to register for an EU citizen's right of residence](#)

## Non-EU Countries\* (includes UK citizens)

[Do you already have a personal identity code?](#)  
If you do, it will be on the front side of your residence permit. It is a number sequence with 11 characters, formed on the basis of your date of birth.

**YES**

You are all set!

**NO**

[Apply for a personal identity code with DVV e-form](#)  
Complete the process at Check in Event

\* If you have a residence permit for studies in another EU country, you may not need a residence permit to Finland but instead you must submit a **mobility notification** at Migri.



# AFTER REGISTERING WITH AUTHORITIES

Once you have received your Finnish personal identity code, please update it in the student register. You can do it by visiting the [Student Services](#). Bring with you proof of your new identity code and your official ID.

You can also send the last four digits of your personal identity code by email to [studentinfo@helsinki.fi](mailto:studentinfo@helsinki.fi), along with your student number.



# DISCOUNT FORM FOR PUBLIC TRANSPORTATION I

- BSc and MSc level exchange students get a student discount (40% on season tickets). PhD students are not entitled to a student discount, but they can get the local price for adults after registering with the DVV (Digital Population Services).
- We will sign your HSL Helsinki capital area public transportation discount forms at the Check-In event.
- Note: VR & Matkahuolto (long distance transportation) discounts can be obtained only if you join the student union (HYY) by the end of January
  - [more information on Student Discount on VR train tickets](#)
  - [more information about student discount on Matkahuolto intercity bus services](#)





# DISCOUNT FORM FOR PUBLIC TRANSPORTATION II

- Your tutor should give you the form
- Fill in your name, last name,
- your date of birth (Finnish ID only if you have one),
- your permanent address in Finland including the room number of your student accommodation
- the post code, name of the city (where it says post office)
- the date and your signature.
- **Take it with you to the Check in Event on the orientation week to get our signature**

 **HSL**  
HRT

**Please fill in before you come to the desk!**  
\*complete the form for exchange students using the same instructions

**Alennuslippuhakemus, opiskelija**  
Discount ticket application, student

Opiskelijoiden alennuslippuhakemukset käsitellään HSL:n tai kuntien palvelupisteissä.  
Student discount ticket applications are processed at Travel Card service points.

**Hakija täyttää** - Applicant fills

Suku- ja etunimet - Family name and given names	Henkilötunnus - Identity number Date of birth is enough if you don't have this yet.
Osoite - Address <b>Your address in Finland!</b> Postinumeron ja postitoimipaikka - Postcode and post office <b>Check the list for your post code!</b>	Kotikunta - Home municipality <input type="checkbox"/> Helsinki <input type="checkbox"/> Espoo <input type="checkbox"/> Sipoo <input type="checkbox"/> Kauniainen <input type="checkbox"/> Vantaa <input type="checkbox"/> Siuntio <input type="checkbox"/> Kirkkonummi <input type="checkbox"/> Kerava <input type="checkbox"/> Tuusula

Olen tutustunut opiskelijalipun myöntämisperusteisiin (ks. kääntöpuoli). /  
I have acquainted myself with the eligibility criteria for receiving a student ticket (please see reverse side).

☐ Vakuutan, että opiskelen päätoimisesti. / I assure that I am a full-time student. \*not necessary for exchange students

Päiväys - Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Allekirjoitus - Signature: \_\_\_\_\_

**Oppilaitos täyttää** - **Institution fills** **Do not write anything below this line!**

Oppilaitoksen täydellinen nimi - Full name of educational institution	<input type="checkbox"/> VALMA-koulutus <input type="checkbox"/> LUVA-koulutus <input type="checkbox"/> TELMA-koulutus <input type="checkbox"/> Perusopetus/keskivalmistava opetus Oppilaitos/keskivalmistava oppilaitos/Line of study if a folk high school
University of Helsinki	
Toimipiste/Paikkakunta - Unit/Location Helsinki	
Hakija opiskelee / The applicant studies Lukuvuosi/Lukuvuosi - Term/School year ____/____/20____ - ____/____/20____	Opintojen kokonaisaika/ Total duration of studies v/vy ____ kk/mos
Vahvistan, että hakijan opiskelutilanteesta löydetään kääntöpuolella olevat opiskelua koskevat edellytykset. I confirm that the applicant's studies meet the conditions stated overleaf.	
Päiväys - Date: ____/____/20____	Allekirjoitus ja oppilaitoksen leima - Signature and stamp of the educational institution

Oppilaitoksen allekirjoituksella ja leimalla varmennettu hakemus on voimassa kolme kuukautta allekirjoituspäivästä.  
The application bearing the stamp and signature of the educational institution is valid for three months from the date of signature. Scanned and copied application forms as well as forms filled out in pencil are not accepted. **Kaikkiin - Please turn**

HSL: Helsingin seudun liikenne, PL 100, 00077 HSL, Puhelin (09) 4766 4444, Faksi (09) 4766 4441, hsl@hsl.fi, Y-tunnus 2274586-3  
HSL: Helsingin Region Transport, PO Box 100, 00077 HSL, Tel. +358 9 4766 4444, Fax +358 9 4766 4441, hsl@hsl.fi, Business ID 2274586-3  
[www.hsl.fi](http://www.hsl.fi)



# IMPORTANT DOCUMENTS

- Certificate of student status
- Arrival certificate
- Learning Agreement
- Transcript of Records
- Departure Certificate

Instructions for incoming exchange students: [Important documents during your exchange](#)



# CERTIFICATE OF STUDENT STATUS

- You can find and download it from [Sisu](#)
- Check your study right and exchange dates
- Can be used as a proof for student status at the University
- Free of charge
- If you joined the Student Union, you can use the Frank App student card instead
- It is easier to use your certificate of student status at Unicafes, if you download it on your phone



# STUDENT UNION MEMBERSHIP AND STUDENT CARD

- If you wish to get the Frank App (digital student card), you will need to [become a member](#) of the Student Union of the University of Helsinki by 31.1.2024.
- The membership fee for the spring term is **24 euros**.  
[Payment information](#)
- If you join the student union, please remember to inform the university about the payment:
  - Give the paper receipt, with your name on it, to your tutor at the Check-in Event or
  - If you have the receipt on your mobile phone show it to us at the Check-in Event or
  - If you become a member before or after the Check-in Event, you can send a photo of the receipt to student services by e-mail [studentinfo@helsinki.fi](mailto:studentinfo@helsinki.fi)



# ARRIVAL & DEPARTURE CERTIFICATES FROM YOUR HOME UNIVERSITY

- Mainly applicable to some Erasmus+ students
- Certificate provided by home institution, not by University of Helsinki
  - Please follow your home institution's instructions
- Make sure to have them signed on time
  - Arrival certificate upon arrival, study right starts 10.1.2024
  - Please bring your documents to be signed to the check-in event
  - Before leaving for home: if you are travelling (e.g. in Lapland), you are of course not at the university and cannot get a departure signature for that date!



# LEARNING AGREEMENT (LA) 1/2

- Your course selections should follow the same guidelines as your original Learning Agreement with which you applied
- The LA /OLA/DLA is **not a registration** for any courses nor a guarantee that you are accepted to those courses -> registration in Sisu during the orientation week for period III.
- Registration is not yet a guarantee for acceptance!
- At least half of your courses should be from your own Faculty
  - [Where can I find courses?](#)
  - [Courses](#) page for details
- **Information on how to REGISTER FOR COURSES will be given to you during the faculty orientation.**





# LEARNING AGREEMENT (LA) 2/2

- **Changes possible** (overlaps, cancellations, full courses)
  - You can select courses for exchange students that seem suitable for your interests based on the **course description** and **prerequisites** - **You are responsible for checking the prerequisites for each course!**
  - You might need approval for changes from your home university
- Signatures to your LA or Changes form
  - Erasmus+ students: Online/Digital Learning Agreement
  - Possible pdf versions, send the document to:  
[studentexchange@helsinki.fi](mailto:studentexchange@helsinki.fi)
  - [Important documents during your exchange](#)



# TRANSCRIPT OF RECORDS

- Includes all the courses you have passed at UH:
  - Failed courses will not appear in your transcript
  - It is not possible to delete courses from the transcript
- **Transcript is not automatically sent to you or your home university**, you are responsible for collecting/ordering your transcript
- You can download a digitally verified transcript from Sisu.
- If the transcript is not complete and there are courses missing, please contact the teacher who is in charge of the course
- [Instructions for ordering a transcript](#)



# YOUR UNIVERSITY OF HELSINKI E-MAIL ACCOUNT

- The University uses Office365 mail system and you will get your own e-mail with the helsinki.fi ending.
- Please visit [Helpdesk](#) web page for instructions on using Office 365
- Remember to activate the account by logging in with your UH user account.
- If you do not intend to use this e-mail, please forward it to your own e-mail account so that you do not miss out on important information about your courses.
- [Multifactor Authentication](#) is used (every 90 days). Authenticator mobile app is the easiest option for this.



# HEALTHCARE

**Important:** Exchange and Visiting students do not pay the KELA healthcare fee and they cannot use FSHS (Finnish Students Health Service)

**EU/EEA:** Please make sure your EHIC/GHIC card is valid. You can turn to Public Health Nurse at Helsinki city's Student Health Care, Central reception or refer to your own private healthcare insurance. In urgent situations contact the [nearest public health station](#).

**Non-EU citizens:** Please refer to your own private healthcare insurance. You can turn to any private healthcare providers e.g. Mehiläinen, Terveystalo, Aava and Eira medical center.

Check the [Healthcare for exchange students](#)



# HOUSING

- Read carefully the guidelines given by the housing provider
- Respect other students and avoid making noise especially during nighttime, silent time is 22:00 - 07:00
- Take good care of the apartment and common areas and clean it regularly: kitchen, fridge, dishes, trash, bathroom etc.
  - It is strictly forbidden to smoke inside (not even through the windows)
- Pay the rent on time and take care of the keys
  - If you forget your keys inside the apartment or lose them, you have to pay expenses incurred. Do not hand over the keys to anybody.
- You are liable to pay for all the damage you (and any other person whom you have let in) cause to the building or its furnishing or fittings
- UH may contact student's home university if disturbances occur
- General emergency number for police, ambulance and fire brigade **112**



# FINLAND AND WINTER

- Be aware of having vitamin D deficiency while living in northern latitudes
- For S.A.D. (seasonal affective disorder)
- [Bright light therapy instructed by the Finnish Student Health Service](#)
- Watch out for snow and ice falling from rooftops

- LIUKUESTE
- GRIPPER







# DRESS IN LAYERS





# WALK LIKE A PENGUIN ON ICE AND STAY WARM!

- Remember to mind black ice and ice hiding beneath a layer of snow!
- Wear several layers of clothes to stay warm and remember to remove them indoors

*"Finns are stylish but aesthetically tolerant"*  
- former exchange student

**WINTER LESSONS:  
HOW TO WALK ON ICE**

**1** Normally, when we walk, our legs' ability to support our weight is split mid-stride.

**2** Walking this way on ice forces each leg to support the weight of the body at an angle that is not perpendicular to the surface of the ice, resulting in a nasty fall.

**1** To walk on ice, keep your center of gravity over your front leg.

**2** One animal that has figured this out is a penguin. Think of yourself as a penguin and you'll be all right.

**WRONG** 18714\_493431337367655\_1737218\_n

**RIGHT WAY**

**FACT:** On April 8, 2003, Dr. Robert Atkins, inventor of the famed Atkins Diet, slipped on icy pavement and suffered severe head trauma. He died nine days later.

**FACT:** Approximately 60 people die each year in the United States as a result of slipping on the ice. This is about as many as will die from a tornado.

This information brought to you by  
**TABLET INFOGRAPHICS**



# A CRASH COURSE IN FINNISH

- Hei! / Moi! / Terve! – Hello!
- Kiitos – Thank you
- Ole hyvä – Here you are, "Don't mention it"
- Eipä kestä - Don't mention it
- Anteeksi – Sorry, Excuse me
- Hyvää huomenta! – Good morning!
- Hyvää päivää! – Good day!
- Hyvää iltaa! – Good evening!
- Hyvää yötä! – Good Night!
- Näkemiin!/ Hei Hei!/ Moi Moi! – Good bye!



# KIITOS JA TERVETULO! ! THANK YOU AND WELCOME!



 UNIVERSITYOFHELSINKI  HELSINKIUNI  UNIVERSITYOFHELSINKI  #UNIVERSITYOFHELSINKI 