

Orientation Handbook 2015-2016

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Information in this guide may change after printing without prior notice.

Welcome to the University of Helsinki

Dear International Student,

Welcome to the University of Helsinki!

We hope that you will find this Orientation Handbook a helpful tool as you start your studies in Helsinki! The guidebook contains a lot of practical information that will help you get started with your student life and to navigate through daily life. You will probably find answers to many of the questions you might have in this guidebook. Just browse through the table of contents and you will see what the Orientation Handbook has to offer.

Please also look through the check-list provided on the next page, it will help you to accomplish many of the formal things you need to do at the beginning of your studies and it will tell you in which order to get things done, so that the process of settling in runs as smoothly as possible.

We hope that you enjoy your time here at the University of Helsinki and Good Luck with your studies!

Best wishes,

The staff of Student Services and International Exchange Services

Check list for new international students

Below are listed some important things to remember, as well as the order in which you should accomplish things, so your settling in to life in Finland goes as smoothly as possible. (More information on the topics is available in the Orientation Handbook; the page number is listed in the brackets.)

1. **Visit the Welcome Fair** at the University and pick up your information package and a certificate of attendance. For more information please visit: <https://university.helsinki.fi/en/studying/new-students/orientation-and-welcome-fair>
2. **Pick up your access rights** for the University computer network at the welcome Fair. (36)
3. **Pay the Student Union Fee**, if you have not done it already. The Student Union membership grants you access to many student discounts, that makes your life in Finland a lot cheaper. (26)
4. **Attend the Orientation Course** at the University/at your Faculty/at your department. For more information please visit: <https://university.helsinki.fi/en/studying/new-students/orientation-and-welcome-fair>
5. **EU-students:** Register your right to reside in Finland at the local police office. (42)
6. **Students from the Nordic countries:** Register yourself at the municipal register office if you stay in Finland for more than 6 months. (42)
7. **All degree students:** Complete your Population Registration at the municipal register office (maistraatti) to receive a place of domicile (kotikunta). (45)
8. **Apply for the student card.** (29)
9. **Obtain a Metropolitan Travel Card.** A student discount certificate for the travel card is available at the Welcome Fair or the Student Services. **NB!** The student discount is only available to Bachelor and Master's students under the age of 30. (61)
10. **Open a bank account.** (67)
11. **Degree students from outside the EU/EEA countries:** remember to **renew your residence permit**, start the renewal process in time, it takes several months before it is completed. (43)
12. **Obtain a Finnish personal identity code** (46)

I General information about Finland and the City of Helsinki

Finland

General

Finland is a republic that became independent in 1917. The head of state is the president. Ultimate political power is vested in the 200-member unicameral parliament. The population of Finland today is about 5.5 million. Finland is rightly known as a land of forests: they cover roughly three quarters of the country's surface area of 338 000 sq. km. Other outstanding features of Finland's scenery are its many lakes and islands. Lakes and other bodies of water cover 10% of the territory. The principal archipelago lies off the southwest coast while the main lake district, centred on Lake Saimaa, is in the east. The semiautonomous province of the Åland Islands occupies a special position as it has been declared a demilitarised area under international law.

Geography

Finland is situated in northern Europe between the 60th and 70th parallels of latitude. A quarter of its total area lies north of the Arctic Circle. Finland's neighbouring countries are Sweden to the west, Norway to the north, Russia to the east and Estonia to the south, across the Gulf of Finland. Much of the country is a gently undulating plateau of worn bedrock and boreal forests, presenting a striking mixture of wooded hills and waters. High rounded fells form the landscape in the most northerly part of the country, Finnish Lapland.

Climate

Cold winters and warm summers mark the climate, but temperatures in winter are moderated by the influence of the Baltic Sea and west winds from the Atlantic warmed by

the Gulf Stream. The average annual temperature in the capital, Helsinki, is 6.7° centigrade. The highest daytime temperature in southern Finland during the summer occasionally rises close to 30° centigrade. During the winter months, particularly in January and February, temperatures of -15° centigrade are quite common. In the far north, beyond the Arctic Circle, the sun does not set for 73 days, producing the white nights of summer. In the same region, during the dark winter period, the sun remains below the horizon for 51 days, creating the polar night known in Finnish as *kaamos*.

Population

The population of Finland was 5476331 at the end of February 2015. Most Finns live in urban areas. Helsinki (the capital city), Espoo and Vantaa form the Metropolitan Region, which is home to roughly a fifth of the country's total population. Other major cities are Tampere, Turku, Lahti and Oulu. Ethnically, Finland is still a very homogeneous country. The foreign community makes up about 3.8% of the population. The biggest groups of immigrants are from Estonia, Russia and Sweden. Among them are a considerable number of people of Finnish descent.

Languages

The Finnish language is a member of the Finno-Ugric linguistic family that includes, in one branch, Finnish, Estonian and a number of other Finnic tongues and, in the other, Hungarian, by far the biggest language of the Ugric group. The official languages of Finland are Finnish and Swedish, the latter

now spoken as a mother tongue by 5.3% of the people. Another indigenous minority language is Sami, spoken by the Sami of Lapland. The official standing of Swedish has historical roots in the period when Finland was part of the Swedish realm, a status that began approximately at the beginning of the 13th century and lasted until 1809.

Religion

There has been complete freedom of religion in Finland since 1923. The Evangelical Lutheran Church is the country's biggest denomination. About 75% of the people are baptised as Lutherans while just about 1% belong to the Finnish Orthodox Church. Both denominations are designated as state churches. Although Christianity probably reached Finland before the end of the first millennium, it was not until the 12th century that the Roman Catholic Church became established. This followed a missionary expedition to southwest Finland led by King Erik of Sweden with the English-born bishop Henry. The influence of the Orthodox faith spread into the country from the east.

History

Some important dates in the history of Finland:

1155 The first missionaries arrive in Finland from Sweden. Finland becomes part of the Swedish realm.

1809 Sweden surrenders Finland to Russia. The Tsar declares Finland a semiautonomous Grand Duchy with himself as constitutional monarch represented by a governor general.

1917 Finland declares independence from Russia on December 6. The new state is first recognised by the Soviet Union, France, Germany and Sweden.

1918 The Finnish Civil War is fought between the Reds and the Whites.

1919 The present constitution is adopted and Finland becomes a republic with a president as head of state.

1939 - 40 The Soviet Union attacks Finland and the Winter War is fought.

1941 - 44 Fighting between Finnish and Russian forces resumes in the campaign known as the Continuation War. A massive offensive by Soviet forces in summer 1944 forces the Finns to sue for peace. Some territory was ceded to the Soviet Union but Finland was never occupied and preserved its independence and sovereignty.

1952 The Summer Olympics are arranged in Helsinki.

1955 Finland joins the United Nations.

1983 The first World Championships in Athletics are arranged in Helsinki.

1995 Finland becomes a member of the European Union.

1999 Finland's EU Presidency (July 1 to December 31).

2000 Helsinki celebrated its 450th anniversary as one of the nine European Cities of Culture.

2006 The heavy-metal outfit Lordi gained Finland's first ever Eurovision Song Contest victory (May 20).

2006 Finland's 2nd EU Presidency (July 1 to December 31).

2007 The 52nd Eurovision Song Contest was arranged in Finland on May 12.

2008 Martti Ahtisaari, former President of Finland, is awarded the Nobel Peace Prize.

2012 Helsinki, Espoo, Vantaa, Kauniainen and Lahti together form World Design Capital 2012.

Government

The head of state is the President of the Republic (tasavallan presidentti) who is elected for a period of six years at a time and may serve a maximum of two consecutive terms. The current president, Sauli Niinistö, began his first six-year period in March 2012. The President is chosen by direct popular vote, with a run-off between the two leading candidates, if no candidate wins an outright majority on the first ballot. The government must enjoy the confidence of parliament (eduskunta) which has 200 members elected by universal suffrage every four years. After the general election in April 2011, the National Coalition had 44 parliamentary seats, the Social Democratic Party 42, True

Finns 39, the Centre Party 35, the Left Alliance 14, the Greens 10, the Swedish People's Party 9, the Finnish Christian League 6 and other groups (i.e. Åland Islands) 1. At the time of writing the general election in April 2015 had not yet been held.

Foreign policy

As one of the European Union and Nordic Countries, Finland is committed to the values of freedom, democracy and human rights. Finland is not a member of any military alliance and maintains an independent defence capability but has signed a Partnership for Peace agreement with the North Atlantic Treaty Organisation and has observer status in the Western European Union (the nascent defence arm of the European Union) and in the North Atlantic Co-operation Council. Cooperation within the Nordic Council covers a wide range of social, cultural and technical matters of interest to the five members: Denmark, Finland, Iceland, Norway and Sweden. Finland applied to join the European Economic Community in 1992 and in 1995 became a full member of the European Union. Since becoming a member of the United Nations in 1955, Finland has taken part in many of the world organisation's peacekeeping operations.

Press

Finland has about 50 newspapers that are published 4 to 7 times a week and some 150 with 1 to 3 issues per week. The total circulation of all newspapers is about 2.9 million. Most newspapers are bought on subscription rather than from newsstands, only two newspapers depend entirely on newsstand sales. There are about 3150 registered periodicals.

One source for news in English is Helsinki Times. It is an independent weekly newspaper, which covers news and events in Finland. For more information please see www.helsinkitimes.fi

Television and radio

The Finnish Broadcasting Company, YLE, is the largest national radio and television service provider. It is a non-commercial, public service broadcaster. There are two other nation-wide broadcasters, MTV3 and Nelonen (Channel 4), which are privately owned. YLE operates four television channels with national coverage, YLE1, YLE2, YLE Teema and FST5. MTV3 has eleven channels and Nelonen eight, some of which you have to pay extra for. The operations of the Finnish Broadcasting Company are financed by a public service broadcasting tax collected by the Tax Administration.

The Finnish Broadcasting Company also transmits on six national radio channels, four in Finnish and two in Swedish, and on various regional channels including one in Sami in Finnish Lapland. In addition, there are radio stations operated by private individuals, regional and local newspapers, associations and public corporations.

Education

All children receive compulsory basic education at comprehensive schools between the ages of 7 and 16. Education beyond the age of 16 is voluntary, taking the form of either a three-year course in upper secondary school (lukio) or a three-year course at a vocational institution. There are 14 universities with a total student population of about 167 000.

University education in Finland

The foundations of the university system in Finland were laid in 1640, when the University of Helsinki was established. It was the only university in the country for almost three centuries. Today there are 14 universities in Finland; eleven of them are multi-faculty universities, two technical universities, one business school and one art academy. In addition to the universities, there is one military academy. Two of the universities operate entirely in Swedish.

About 20 000 new university students start their studies each

year. The Finnish matriculation examination (ylioppilastutkinto) taken at the end of upper secondary school provides general eligibility for university education. The Finnish 3-4-year vocational qualifications also give students eligibility for placement at universities. There is a numerus clausus, i.e. restricted entry, in all fields of study. Universities decide themselves upon their selection procedure; applicants can be ranked e.g. according to the grades in the matriculation examination and/or entrance examination and/or school leaving certificate.

The Finnish university system has undergone a major reform. The new University Act, which entered into force in August 2009, extended the autonomy of the universities. The universities are either public-law corporations, like the University of Helsinki, or private-law foundations. The reform has also affected university finances, decision-making procedures and human resources policies.

At present, most Finnish universities do not charge tuition fees, but students have to pay their housing and living expenses themselves. For Finnish citizens, these expenses are partially subsidised by the state. The state assists students with study grants, housing allowances and with guarantees on loans from private banks. The student unions charge small fees to cover their activities and

to maintain student health care and other services.

Relevant websites: www.minedu.fi (Ministry of Education) www.oph.fi (Finnish National Board of Education)

Industry and economy

Last century Finland embarked on the road to industrialisation by harnessing its forest resources. Forests are still Finland's most crucial raw material resource, although the metal, engineering and IT industries have long been Finland's leading branches of manufacturing both in terms of value added and as an employer. Today, Finland is a typical advanced industrial economy: two thirds of its total output is generated in the service sector. The net wealth of Finnish households is on the European Union average. In February 2015, the unemployment rate was 10 %.

Currency

The unit of currency is the euro (symbols: €, EUR), divided into 100 cents.

Relevant websites: www.suomi.fi (Public services) <http://finland.fi> (Overall information on Finland) www.finlandlive.info (Online community about Finland, in Russian)

City of Helsinki

Helsinki is the capital of Finland and its centre of administration, finance and culture. It has a population of about 612 664 and, together with its neighbouring municipalities, constitutes Finland's biggest economic and market region. All in all, the Helsinki region is home to 1.3 million inhabitants. It has a diverse economy and is one of the most service-intensive urban regions in Europe. Helsinki is a metropolis whose salient feature is the proximity of the sea and of unpolluted nature.

Early history

King Gustav Vasa of Sweden (to which Finland at that time belonged) founded Helsinki in 1550. Helsinki was the base for trade and shipping, and above all, its task was to combat the thriving trade between Tallinn, on the opposite shore of the Gulf of Finland, and Russia. In 1640, Queen Christina sought to strengthen the town by shifting it southwards from its original site on the River Vantaa and thus bringing it nearer the open sea. However, this did not yet

contribute greatly to the growth of the town that was sorely tried by famines, fires, plagues, wars and periods of Russian occupation.

Not until 1748, when work began on the building of the Suomenlinna naval fortifications, did Helsinki enter a more auspicious period in its history. The fortress was a tremendous building project for superpower Sweden and took decades to complete. It also infused new life into Helsinki's trade and seafaring. The 'high society' bearing influences of French culture introduced by the officers stationed at the fortress likewise had a positive effect on Helsinki life. The island fortress of Suomenlinna is a major historical monument and one of the items on the UNESCO World Heritage List.

The shared history of Sweden and Finland lasting close to six centuries ended when Sweden lost Finland to Russia in the war of 1808-09. Finland became an autonomous Grand Duchy subordinate to the Russian Emperor in 1809, and its capital was moved from Turku to Helsinki in 1812. The Emperor decided to make the town worthy of its new capital status and initiated extensive building projects. The neoclassical or Empire-style centre of Helsinki, dating from the mid-19th century and including the Senate Square, the Cathedral and the University, is a unique architectural entity that has been preserved to the present day.

International capital

Following the rise in industrialisation and prosperity towards the end of the 19th century, Helsinki soon developed into a modern European port and city of industry with residents who spoke Swedish, Finnish or Russian. The population topped the 100 000 mark at the beginning of the 20th century, when Finnish became the dominant language. Finland gained political independence in 1917 and Helsinki became the capital of the Republic of Finland. By the end of the century, the population was more than five times that at the beginning. The economic growth in Helsinki at the start of the new millennium relied strongly on the information industry.

The cosmopolitan, multicultural Helsinki of today is an extremely popular tourist and congress city. It is also Finland's major centre for higher education. Many international comparisons have rated it one of the most attractive cities of the world in terms of quality of life and business.

Relevant websites:

<http://www.hel.fi/www/Helsinki/en> (City of Helsinki)

<http://www.hel.fi/hki/kansainvalinen/en/> (International Affairs website of the City of Helsinki)

<http://www.helsinki.fi/> (Portal of the City and the University)

II University of Helsinki

University of Helsinki in a nutshell

The University of Helsinki (Helsingin yliopisto/Helsingfors universitet) is the oldest and largest university in Finland. It was founded in 1640 as the Academy of Turku, Turku being the former capital of Finland, which was then part of the Swedish realm. After Finland was annexed to the Russian Empire in 1809, the capital was moved to Helsinki. In 1827, the University was transferred to Helsinki, where it opened the following year under the name of the Imperial Alexander University, after the Russian Tsar Alexander the First. It was the only university in Finland until 1919.

By Scandinavian standards, the University of Helsinki is a

large university, with about 43 500 members when students, teachers and other staff numbers are combined. Of the 35 200 students in the eleven faculties 64% are women. The University of Helsinki is bilingual with instruction and services offered in both Finnish and Swedish: about 6.5% of the degree students are Swedish-speakers. In some fields of study, such as law, quotas are reserved for Swedish-speaking students in an effort to guarantee equal linguistic rights for all. The total enrolment of international students, including exchange students, is presently around 2 200 students per year.

University life

The University of Helsinki is a combination of an older, more traditional educational institution and a modern, dynamic international university. Admission is difficult and the pace of studies is to certain extent up to the individual. One outstanding feature of studies at the University of Helsinki is the emphasis on the student's own initiative and individual work.

Some of the instruction is still in the traditional lecture form, and the relationship between the student and instructor can remain quite official and hierarchical. However, many teachers and entire departments have moved towards more student-to-student and student-to-instructor discussion-orientated lessons and tutoring and most teachers welcome active student participation.

Modern teaching technology has dramatically changed the

style of teaching. Today, there are close to 20,000 computers connected to the University's networks. Diverse on-line opportunities are an essential part of everyday studies of every student of the University of Helsinki.

Finnish university students tend to be very independent. This is largely a result of their demanding upper secondary education (lukio). Some international students might feel that the atmosphere on class is seemingly unfriendly, but you will find most Finns eager to discuss and help you, if you make the initial attempt at communication.

You may find instructors, particularly professors, hard to track down. They normally hold consultation hours only one or two hours per week. However, the assistants and department office staff can often answer any questions you may have.

Buildings and facilities

The University was moved to Helsinki a year after the Great Fire of Turku had destroyed most of the old Academy. New buildings for the University were erected in the centre of the new capital. The Main Building (yliopiston päärakennus) and the Observatory were completed in 1832, while the University Library (yliopiston kirjasto) was completed in 1840.

Several other buildings were erected near the Main Building in the late 19th and early 20th century. These buildings are some of Helsinki's most beautiful sights. Make sure to visit the Main Library, and walk through the older half of the Main Building if your studies and class work do not bring you to these places. The Main Building's older half faces the famous Senate Square (Senaatintori), the site of many national ceremonies and celebrations.

Until the 1950's, the entire university was located in the centre of Helsinki. Today, the University of Helsinki has four main campus areas: the **City Centre** (theology, law, arts, social sciences, and behavioural sciences), **Meilahti** (medicine and dentistry), **Kumpula** (science) and **Viikki** (agriculture and forestry, biological and environmental sciences, pharmacy, and veterinary medicine).

Altogether, the University of Helsinki has several different locations in the city and elsewhere in Finland, the northernmost one being the biological research station located in Kilpisjärvi, Northern Lapland. New buildings are still built and the newest of them is Kaisa House, opened autumn 2012, where the main library of the university is located.

Campus maps:

http://www.helsinki.fi/university/campus_map.html

Art historical tours on campus

During summer season there are free of charge guided art historical tours on the centre campus of the university organised by the Department of Art History and the University Administration and Communications. The tours are guided by students of art history.

For further information and bookings see:

<http://kavelykierrokset.wordpress.com/>
<https://www.facebook.com/TaidehistoriallisetKavelykierrokset>
kavelykierros-info@helsinki.fi

Administration

The central idea of the administration at the University of Helsinki is to emphasise the role of the four campuses (the City Centre, Meilahti, Viikki and Kumpula) as well as to focus on strategic leadership, quality control, effectiveness of administration and new dimensions in customer services.

The large-scale reform of the Finnish university administration, implemented on August 1, 2009, gives the

universities an extensive administrative and fiscal autonomy. For more information on the administration and organisation of the university, please see the website of the University www.helsinki.fi/inbrief/

Students in university decision making

The Student Union enjoys a legal status in the University. The Union is autonomous in

its own affairs and this is guaranteed by the Universities Act. This same Act together with the Universities Decree regulates the representation of students at different levels of university decision making. Universities themselves decide upon the quotas of different interest groups in decision-making bodies. Student participation in the administration is considered important.

Faculties

The University of Helsinki has eleven faculties on four campuses:

City Centre Campus

Faculty of Theology (teologinen tiedekunta)
Faculty of Law (oikeustieteellinen tiedekunta)
Faculty of Arts (humanistinen tiedekunta)

Faculty of Social Sciences (valtiotieteellinen tiedekunta) Faculty of Behavioural Sciences (käyttäytymistieteellinen tiedekunta)

Meilahti Campus

Faculty of Medicine (lääketieteellinen tiedekunta)

Kumpula Campus

Faculty of Science (matemaattisluonnontieteellinen tiedekunta)

Viikki Campus

Faculty of Agriculture and Forestry (maatalous-metsätieteellinen tiedekunta)
Faculty of Biological and Environmental Sciences (bio- ja ympäristötieteellinen tiedekunta)
Faculty of Pharmacy (farmasian tiedekunta)
Faculty of Veterinary Medicine (eläinlääketieteellinen tiedekunta)

Flamma – the university intranet

Flamma, the University of Helsinki Intranet, is a joint communication channel and personal work tool for all students and staff members of the University of Helsinki. One of the basic principles is that all internal communication within the University should be done through Flamma.

You need a University of Helsinki user account to use the Intranet. Upon login you will see a layout customised according to your department, faculty, and your status at the University e.g. student. You can access your University e-mail and, for instance, the study information system WebOodi, with the same single login. Flamma is also an information retrieval

system organised according to various topics or functions in to information channels: i.e. For Students, For Teachers etc. You can also gather links of your own interest in one place.

Flamma is also a communication channel. Through Flamma, you receive news and information about common issues on department or faculty levels, or throughout the whole University, you can discuss and exchange information in work group areas only visible to group members.

You can access Flamma at <https://flamma.helsinki.fi/>.

Social opportunities

Because of the individual nature of university studies, much of the institution's social life must be sought after; it is not readily apparent at first.

The student organisations, as will be explained in section IV (Student Union of the University of Helsinki), are generally very active, arranging different kinds of activities. Many activities are open to all university

students and advertisements for them are posted on the large notice boards in the Main Building (päärakennus) and Porthania or online. Unfortunately, most announcements are in Finnish.

Almost all organisations affiliated with the University of Helsinki have their own websites and e-mail lists. The full list of organisations and associations (a lot of the information is in Finnish only) can be found on the Student Union website at <http://hyy.helsinki.fi/en/organisations>

In order to get to know the people of your department, join the e-mail list of your department and keep an eye on the department notice boards for announcements.

Often the students arrange discussions with academicians, excursions to relevant industries or museums, and even sauna evenings (saunailta), where you are guaranteed to have a good time. Several nations and associations have their clubrooms in the New Student House (Uusi ylioppilastalo).

Relevant websites: <http://hyy.helsinki.fi/en> (Student Union of UH)

ESN (Erasmus Student Network)

ESN Uni Helsinki is the biggest local sections of ESN in Helsinki. ESN will help you to get the most out of the student life in Helsinki. ESN Uni Helsinki provides cultural and social events for the exchange students: city tours, sport events, pub crawls, knitting workshop, parties, sauna evenings and excursions. Find us on Facebook: www.facebook.com/uni.helsinki.ESN

You can also become an active member, join the team and help us to organize these events. It is a chance to learn more about Finnish student life! You can send an email to board@esnuni helsinki.org

System of studies

Academic year

The academic year begins on August 1 and ends on July 31. The academic year is divided into four seven-week teaching periods. There is an examination and independent study week between the periods in autumn and spring and a longer break at Christmas time and during the summer.

Teaching organised in the summer does not belong to the teaching periods. However, examinations and special courses may be arranged outside the teaching periods. The teaching periods listed below apply to all Faculties except the Faculty of Medicine. Please check the exact dates for your Faculty's teaching from the Faculty (see contact information on page 32).

Teaching periods of the 2015 - 2016 academic year

Autumn term

Intensive period 24.8.-30.8.

I teaching period 31.8.-18.10.

Examination and independent study week 19.10.-25.10.

II teaching period 26.10.-13.12.

Examination and independent study week 14.12.-20.12.

Spring term

Intensive period 2.1.-17.1.

III teaching period 18.1.-6.3.

Examination and independent study week 7.3.-13.3.

IV teaching period 14.3.-8.5.

Examination and independent study week 9.5.-15.5.

Intensive period 9.5.-31.5.

Curricula

The curricula are revised every second or third year and are published mostly online. Some Faculties also publish programme books that are colour coded (dark green for Agriculture and Forestry, red for Social Sciences, blue for Arts...) and you can find reference copies or get a copy of your own from your Faculty Office (see contact information on page 32). Unfortunately, the comprehensive programme books are available in Finnish and Swedish only.

Courses offered in English

A good starting point to access information on the courses offered in English is the Courses in English website <https://university.helsinki.fi/en/courses-in-english>. You can also find courses through the electronic information system WebOodi <https://weboodi.helsinki.fi/hy/>. There you can search for courses using different criteria – one search criteria is by language of instruction. Updates on courses are posted on the individual Faculty's or Department's website or in WebOodi.

Instructions for studies

Ways of completing studies

There are two basic ways of completing studies at the University of Helsinki: lecture courses and book exams. Students taking a lecture course must pass a final examination at any one of the scheduled examination dates after attending the course. Students taking a book exam must pass a faculty examination (tiedekuntatentti) or a period examination (perioditentti) at any one of the scheduled dates during the academic year: usually there is one examination each month. Although there is no summer term, some departments also arrange examinations in the summer.

Many departments accept tests written in English. Often students can also arrange to write a research paper, essay or a study diary in place of a written examination, but this varies according to field of study. Examination dates are set before the academic year begins and there may be multiple dates. International students often choose book exams in order to bypass a lecture series arranged in Finnish and/or to read the material at their own pace. Today almost all registrations for examinations are done in WebOodi. Be prepared to prove your identity at the test site.

Other typical ways of completing a course are seminar groups and other small groups, in which students get accustomed to independent research. Oral examinations are unusual. On-line study and examination options are growing rapidly.

One outstanding feature in studies at the University of Helsinki is the emphasis on the student's own initiative and individual work.

Languages used in teaching

The languages of instruction at the University of Helsinki are Finnish and Swedish. Finnish is the main language of instruction, whereas Swedish is used in a number of degree programmes and major subjects. Today, one of the focal areas is International Master's level programmes. A number of seminars and lecture series are offered in English on a regular basis, particularly at the Master's level. **It is usually possible to complete courses through independent study when no instruction in English is available.** Please note that in Foreign Language Degree Programmes translation into mother tongue (äidinkiellelle) means into Finnish or Swedish.

Planning your studies

In order to facilitate the long-term planning of studies, each student is required to devise a personal study plan (**HOPS** in Finnish). The personal study plan is a valuable aid in the long-term goal-oriented planning of studies. The study plan is checked regularly, thus aiding in the monitoring of study progress. It

should be pointed out that, at the University of Helsinki, the personal study plan is not considered an agreement between the student and the University. Please check the guidelines for completing the personal study plan from your Faculty, the practices vary between Faculties (see contact information on page 32).

Degree system

Basic structure of the degrees

The first, lower academic degree is called kandidaatti (Bachelor). The second, higher degree is called maisteri (Master). Students first complete the lower academic degree, i.e. the Bachelor's degree, and then the higher academic degree, i.e. the Master's degree or, in medical studies, the Licentiate degree.

All students admitted to Bachelor's level studies at the University of Helsinki receive the right to pursue studies leading to the Master's degree. Exceptions to this rule are the programme leading to the qualification of kindergarten teacher and the Bachelor of Science degree programme in Pharmacy. There is usually no selection process in the transition from Bachelor's level studies to Master's level studies for those students who have been accepted to pursue both Bachelor's and Master's level studies. The exception to this rule is the independent Master's programmes: see below for more information. The Bachelor's degree must be completed before registering for Master's level studies, but students may also complete individual Master's level courses before fully completing the Bachelor's degree.

Study modules

The basic unit of a degree programme is a study module (opintokokonaisuus). One module may contain several types of work: lectures, exercises, set book examinations, seminars, etc. In order to ensure the high quality of its degrees, the University has set

minimum requirements for the scope and number of study modules. The Bachelor's degree consists of studies in the major subject (with a minimum of 60 credits) and basic studies in at least one minor subject (25 credits). At the Master's level, the scope of advanced studies is 30 credits or more.

The Bachelor's degree (180 credits) includes a thesis with the scope of six credits. While the scope of the thesis required for the higher academic degree in medicine and veterinary medicine is 20–40 credits, the scope of the Master's thesis in all other fields is 40 credits. This requirement is due to the University's aim of emphasising the research-oriented nature of its degrees and the eligibility for doctoral studies provided by the Master's degree (120 credits).

Furthermore, the requirement for studies in information and communication technology is a minimum of five credits, and the requirement for language studies is a minimum of 10 credits. Professional development is not neglected in the degree system either: a few credits is reserved for studies in orientation into professional life.

Doctoral studies

A doctoral degree awarded by the University of Helsinki consists of a doctoral dissertation and related research as well as postgraduate studies of a scope of 60–80 credits (40–60 credits in degrees in medicine, dentistry and veterinary medicine). The postgraduate studies include courses and

modules in the students' research fields as well as more general studies that enhance their expertise. Ideally, a doctoral degree can be completed in four years. In practice, the time spent is often longer.

More information about doctoral studies:

<https://university.helsinki.fi/en/studying/how-to-apply/doctoral-studies>

Independent Master's Degree Programmes

Students may seek entry into independent Master's programmes after having completed the Bachelor's degree or equivalent studies. These Master's programmes are often multidisciplinary by nature as well as planned and carried out in collaboration between faculties or even universities.

After having completed their Bachelor's degree, students may change their major subject for the Master's degree. If they obtain permission to do this, the department of the new major subject may require the student to complete a maximum of 60 credits of complementary studies. More information about Master's Degree programmes:

<https://university.helsinki.fi/en/studying/how-to-apply/masters-studies>

Credit system

In the credit system, the student workload is 1600 hours per year, which is worth 60 credits in completed studies. Consequently, the Bachelor's degree (180 credits) should be completed in three years and the Master's degree (120 credits) should be completed in two years. The annual student workload of 1600 hours is the same as the annual workload of university teachers.

Credit transfer

For those coming to the University of Helsinki with previous university experience, it can be possible to transfer some of the academic credits by submitting an application for credit transfer at the faculty.

The application must include an authorised transcript and other documents when needed. Detailed course descriptions are of great help in the process. The University of Helsinki tries to give full recognition of previous class work and credit transfer usually goes quite smoothly: the better the student's earlier programme compares with the programme offered in Helsinki, the better the transfer of credits will be.

Detailed information on credit transfer and the identification and recognition of prior learning, which might include knowledge obtained also in other ways than through formal education, is available at the faculty office (see contact information on page 32). It is highly recommended to get the transfer process under way as soon as possible.

Grades

The general grading scale used at the University is a six-stage scale. It ranges from zero (0 = fail) to five (5 = excellent). Traditions are being upheld in the grading of the Master's thesis, which is graded on a scale using the Latin language. Degree certificates are accompanied by a supplement (the Diploma Supplement), which describes the contents of the degree. The purpose of this supplement is to improve the international comparability of degrees and facilitate mobility for either doctoral study or employment.

Grading revision

If you feel that you have been treated unfairly in the grading of an examination, seminar paper, thesis work etc., you should first contact the appropriate teacher: the request for revision can be done orally or in writing. If the grade has been given by the Faculty Council, you have to submit a written request. You have to submit the request within 14 days after you had the possibility of receiving detailed information on the grade and on the grounds for grading. The same process is also applied to recognition of a student's previous studies.

However, if you are not satisfied with the teacher's or the Faculty Council's decision, you may submit a request for revision to the Academic Appeals Board (oikeusturvalautakunta). Again, this has to be done within 14 days from when you were informed of the decision.

Any mail addressed to the Academic Appeals Board should be sent to

the Registry of the University of Helsinki (P.O. Box 3, Fabianinkatu 33, 00014 University of Helsinki). More information can be found on the Academic Appeals Board page in Flamma: <https://flamma.helsinki.fi/en/HY287194>

Transcripts

In the WebOodi information system you can see your credits in real time. If the transcript is not complete and there are courses missing, please contact the department that arranged the course. Normally courses should be registered in a few weeks and within a month at the latest.

How to order your transcript online?

You can order the unofficial transcript through WebOodi, www.helsinki.fi/weboodi

The readout will appear on the first page of WebOodi within a couple of hours. You will receive a notification that the ordered transcript is ready to your University e-mail address, **firstname.lastname@helsinki.fi**

Official transcript

Attending students can receive one official transcript free of charge per term, issued in Finnish, Swedish or English, at the Student Services. For contact information and

opening hours of the Student Services, please see

<https://university.helsinki.fi/en/studying/contact-us/student-services>

Do not forget to check that you have all of your courses registered before you take the free official transcript. For additional transcripts, you have to pay 4.00 euro per readout. You cannot pay the transcript payment in cash at the Student Services: it has to be paid in advance. The preferable way to pay the fee is at the following UniCafe student cafés (not the restaurants): · Main Building (Fabianinkatu 33) · Physicum (Gustaf Hällströmin katu 2, in Kumpula) · Biocentre 1 (Viikinkaari 9, in Viikki).

For further information on how to order transcripts by mail, and the prices, please see <https://university.helsinki.fi/en/studying/during-your-studies/order-a-transcript>

Language studies

International students are strongly advised to learn at least the basics of either Finnish or Swedish - preferably at the beginning of their studies. This will help you to settle in, to stay informed of what is happening in the university and in Helsinki and ultimately help you in finding a job in Finland. It is also part of the degree requirements in some faculties that international students will study at least

some Finnish or Swedish. You can check the requirements from your faculty office.

Department of Finnish, Finno-ugrian and Scandinavian studies

Finnish Language and Culture / Finnish for International Students

University Main Building (Fabianinkatu 33),
room 4005, 4th floor
Postal Address: P.O. Box 3 00014
University of Helsinki
Tel. +358 – (0)50 3182 365
skk-info@helsinki.fi

Office hours: Tue 10:00-12:00 and Thu
13:00-15:00

Finnish Language and Culture is a section of the Department of Finnish, Finno-Ugrian and Scandinavian Studies. It offers Finnish courses for beginners and students that are more advanced and a complete degree programme (BA and MA) called Finnish language and culture for students who already have a solid command of spoken and written Finnish (CEFR B2). More information is available from the Finnish Language and Culture Office and at <http://www.helsinki.fi/fus/>

Swedish for International Students courses are arranged by the Language Centre (see the next page).

Language Centre

Kielikeskus
P.O. Box 4 (Fabianinkatu 26)
Study Advisers Tel. 02 941 22690, 02 941
23359
LC-info@helsinki.fi

Study advisers are available for consultation on Mon-Thu 10:00-14:00 at the Language Centre (City Centre Campus), and on Tuesdays 9:00-11:00 during teaching periods in A-building room 171 (Viikki Campus).

<http://www.helsinki.fi/kksc/english/>
<https://flamma.helsinki.fi/>> Units >
Independent institutes > Language Centre

The University of Helsinki Language Centre organises on the first hand language courses and tests that are required for the completion of degrees. The language studies and number of credits required of international students vary from faculty to

faculty. Therefore, please check the language requirements of your faculty from your Faculty's Study Affairs Office.

Optional language courses

The Language Centre offers a variety of optional language courses at different levels. These courses are open for all international students too. Exchange students, however, do not have a right to attend any of the English courses offered by the Language Centre. Please note that at the elementary level teaching is given mainly in Finnish. This applies to study materials, too. At the more advanced level, teaching and materials are in the language in question.

Finnish as a foreign language

Basic, intermediate and advanced Finnish courses are offered by the Department of Finnish, Finno-Ugrian and Scandinavian Studies at the Faculty of Arts. For more information, please see above.

Independent language learning in the Aleksandria Learning Centre

The Self-Access Centre offers facilities and materials for independent studying in over 40 languages. Teacher tutors in eight languages are available for consultation once a week. Self-Access Centre staff is available during opening hours. They can help you with general self-access issues, as well as with using the equipment and finding and choosing study material.

Other language activities

- Course Assistant Programme (1-3 ECTS credits) invites international students to assist teaching and learning on certain Language Centre courses. This gives them the opportunity to meet Finnish students, who in turn get to know international students and learn more about their languages and cultures.
- Language Clubs (during terms) help to activate, develop and keep up your language skills in a relaxed setting. Club meetings are planned by the participants. Welcome!

- In a Language Buddy partnership two speakers of different native languages learn

each other's language. Thus you will have the role of both a teacher and a learner.

WebOodi

WebOodi is an electronic information system where you as a student can: complete the annual registration to the university, see degree requirements, browse through study guides and courses on offer, register for courses and examinations, check your credits and order an unofficial transcript of your credits, and give course feedback.

You can also update your contact information through WebOodi; as a student you must make sure that your address and phone number are up-to-date in the student register. In some faculties and departments WebOodi is also used as a tool to make a personal study plan (PSP, HOPS in Finnish). If this function is in use at your department, you will see a link to the personal study plan in the main menu of WebOodi.

WebOodi can be found at <https://weboodi.helsinki.fi/hy/> and you can use it both from home and on campus. You log in to WebOodi with the same user

name and password, which you use to log in to your university email account and the university intranet.

Instructions for using WebOodi can be found within the system. On the website of the ICT Driving Licence you will also find an introduction to WebOodi and its functions <http://www.helsinki.fi/tvt-ajokortti/english/material.htm> > The Computer Environment at the University of Helsinki > Planning your studies with WebOodi and Flamma.

Some departments might not use WebOodi at all for registration to their courses and exams. More information on how to register for courses and exams can be found on the website of the department, in the study guide, on the notice board of the department or in the department office. If you cannot find the course you are looking for in WebOodi, contact your faculty or department office.

ICT Driving Licence

The ICT (Information and Communication Technology) Driving Licence (3 credits) is a course designed in cooperation with the University of Helsinki's Faculties, the Centre for Information Technology and the Helsinki University Library.

The goal of the course is to make sure that each new student has the necessary ICT knowledge as well as the following skills:

1. Introduction to the use of computers
2. The UH computer environment
3. Modifying and presenting data
4. Information retrieval

5. Information security and privacy protection

To pass the course, the student has to do the following:

1. Study the course goals for each of the five ICT Driving Licence modules.
2. Take the entry level tests: the non-monitored tests (5 tests altogether) give you an estimate of your skills and instruct you to either: a) Take the monitored examination directly (if you have studied the online learning material in advance), or b) Study the on-line course material on your own and then take the monitored examination, or c)

Participate in the instruction arranged by your faculty, study the online course material and then take the monitored examination.

3. Take the ICT Driving License examination

4. Answer the self-assessment questionnaire and give feedback on the course.

The examination dates and times vary according to the faculty the student is registered in. Taking the examination usually requires advance registration.

For more information:

<http://www.helsinki.fi/tvt-ajokortti/>
[English](#)

Studying for a minor in another university

All Finnish universities are parties to the Flexible Study Right Agreement (JOO), which provides undergraduate, graduate and post-graduate students of Finnish universities the opportunity to include courses or a block of minor studies from other universities into their degrees. With some restrictions, the national JOO agreement also applies to exchange students. It should be emphasised, however, that it is not acceptable for exchange students to complete all their studies at an institution, which they are not registered at.

The institutions within the JOO agreement are the following:

Aalto University
Lappeenranta University of Technology
National Defence College
Swedish School of Economics and Business Administration
Tampere University of Technology
University of the Arts Helsinki
University of Eastern Finland
University of Helsinki
University of Jyväskylä
University of Lapland
University of Oulu

University of Tampere
University of Turku
University of Vaasa
Åbo Akademi University

Further information on the JOO agreement is available at the faculty study offices and at

www.joopas.fi

How to apply

1. First, go to your faculty's study office and discuss your study plans with a study adviser responsible for the JOO application process in the faculty. The studies you apply for must be integrated into your programme at the University of Helsinki.
2. Different universities have different application procedures and dates. Most of the universities use the electronic application system JOOPAS but on some occasions you need to fill in the printable application form. You will find further information, the electronic application system and printable application form at www.joopas.fi
3. The application is first processed in the faculty. If it is approved, it is sent to the target institution for consideration. The final decision is made there.
4. The right to complete courses is always granted for a fixed period. The study right is valid for a maximum of two academic years.

Summer studies

Although there is no summer term, some instruction is arranged during the summer (June to August), and many departments and libraries operate through the summer vacation period. Some departments arrange examinations in the summer. In addition, the Open University arranges a number of courses included in the university degree requirements: unfortunately, the majority of these courses are not taught in English. The Language Services of the University offers Finnish courses for international students also in the summer, as does the Helsinki Summer University.

Open University

Avoim yliopisto
P.O. Box 4 (Fabianinkatu 33)
00014 University of Helsinki Tel. 02 941
22244 studentinfo@helsinki.fi
[http://www.avoin.helsinki.fi/open_univer
sity/](http://www.avoin.helsinki.fi/open_university/)

Office hours: Please see the website of the Open University.

Language Services

Kielipalvelut
P.O. Box 4 (Vuorikatu 5A, 3rd floor)
00014 University of Helsinki
Tel. 02 941 23234
kielikeskus-kielipalvelut@helsinki.fi
[http://www.helsinki.fi/kksc/language.serv
ices/english/index.html](http://www.helsinki.fi/kksc/language.services/english/index.html)

Office hours: Mon-Thu 10:00-14:00

Helsinki Summer University

Helsingin kesäyliopisto
Kaisaniemenkatu 4A
00100 Helsinki Tel. 020 779 2400
info@kesayliopistohki.fi
www.kesayliopistohki.fi/

Office hours: Please see the website of the Helsinki Summer University.

Helsinki Summer University offers e.g. Finnish courses for foreigners, language courses, university level courses and further education courses in various fields. Helsinki Summer University is **not** affiliated with the University of Helsinki.

Helsinki Summer School

Helsinki Summer School offers motivated University students and graduates a truly international, strongly academic summer session where the research-based teaching and talented young minds meet and mingle to create something new. We provide you with an August that will stand out in your curriculum!

Helsinki Summer School **2015** will be organised from **August 4 to 20** with a course offering that covers a wide range of academic fields and multidisciplinary topics. All our courses, organised by the University of Helsinki, are designed to challenge and inspire you in a learning environment that promotes equality.

- Make sure you have a place on a course by applying early enough. Some of our courses are very popular and will be fully booked in early spring.
- Our courses are only 50 EUR for students and exchange students of the University of Helsinki.
- All courses are taught in English and the credits granted are transferable.

More information about the courses, prices, application process, accommodation etc. is available on the Helsinki Summer School's website: www.helsinkisummerschool.fi

Necessary supplies for studies

Copy cards and express print

Unigrafia - Pikapainot

Tel. 09-701 0230 (switchboard)
Pikapaino Keskusta (Vuorikatu 3)
Pikapaino Viikki (Viikinkaari 11)
Pikapaino Meilahti/Biomedicum
(Haartmaninkatu 8)

For opening hours, please see the website of Unigrafia <http://www.unigrafia.fi/en>

Unigrafia maintains hundreds of copiers throughout the University to be used by anyone studying or working here. All machines are operated with copy cards (kopiokortti), a magnetic card. **Copy cards** are sold in the Express Print shops. It is possible to purchase cards with different copy quantities. More efficient machines (with sophisticated features), can be found in the Express Print shops. You can operate them with your copy card or have your documents copied by staff.

Book shops

Akateeminen kirjakauppa

Keskuskatu 1/Pohjoisesplanadi 39
Tel. 09-121 4322 (switchboard)
asiakaspalvelu@akateeminen.com
www.akateeminen.com/

Excellent selection of foreign books, magazines, and papers.

Suomalainen kirjakauppa

Aleksanterinkatu 23 00100 HELSINKI Tel.
09 852 7777

helsinki.aleksi@suomalainen.com
<http://www.suomalainen.com/>

Good selection of foreign books, magazines, and papers.

Computer shops

There are dozens of shops and department stores in Helsinki that sell computers. Some retailers might even give student discounts, when you show your student card.

Enrolment and registration

First year degree students

Your faculty at the University of Helsinki will mail you a letter of acceptance (by regular mail or email) including information on accepting your place of study as well as on submitting your enrolment documents.

When enrolling all Bachelor and Master's students are required to pay the annual Student Union membership fee. For doctoral students the fee is voluntary. **Note:** If you have both an Bachelor/Master's and a doctoral study right, then you have to pay the Student Union fee for Bachelor students.

For more information, please read the New Students website:

<https://university.helsinki.fi/en/studying/new-students/enrolment>

Exchange students

Exchange students are automatically enrolled at the University of Helsinki once they have been accepted to study at UH.

For exchange students the Student Union fee is voluntary, but **it is highly recommended that you become a member of the Student Union.** By paying the Student Union fee you can access the student health care (does not apply to doctoral students), you can order a student card, you get discounts when eating at the Unicafe student cafeterias etc.

For more information, please read the New Students website: <https://university.helsinki.fi/en/studying/new-students/enrolment>

Second year and beyond - Degree students

Registration for attendance (or nonattendance) is obligatory for all students: Bachelor, Master's and doctoral in their second year and beyond. Registration for the upcoming academic year starts at the beginning of May and runs usually until August 31.

After you have completed your annual registration, you can collect the student calendar and tags for your student card at one of the offices of the Student Services. Tags for the student cards will be available from August 1.

Further information on registration, the right to pursue studies, etc. is in Flamma: <https://flamma.helsinki.fi/> Directory and services > Students > Registration and enrolment. Please note that you have to be a registered student of the University of Helsinki to access Flamma: you need a user identifier and a password to log in.

Did you forget to register?

If you miss the registration, you will have to re-enrol. For more information about registration after the first study year, please read:

<https://university.helsinki.fi/en/studying/continuing-your-studies>

Second year and beyond - Online registration on WebOodi

WebOodi <http://www.helsinki.fi/weboodi/> is the **preferable way of registering** as it is done fully on-line: **your registration is valid**

immediately. If you have a valid user ID of the University of Helsinki and an Internet banking agreement with Nordea, Pohjola Bank, Danske Bank, or Aktia, the easiest way to pay and register is via WebOodi.

For more information, please read:

http://www.helsinki.fi/studying/enrolment_and_registration.shtml

Registering for non-attendance

Students who register for non-attendance must also inform the Student Services (see contact information on page 30): this must be done between May 1 and August 31.

Year tag for your student card

After registering you may collect the year tag (the annual registration tag) for your student card at the Student Services. From the middle of August to late August there is also a separate service point in the University's Main Building (Fabianinkatu 33) where you can collect the tag.

Cancelling your registration

If you have enrolled for the entire academic year, but you graduate during the autumn term or otherwise want to cancel your registration, you can cancel your registration by contacting the Student Services (see contact information on page 30).

To cancel the registration for the autumn term or the entire academic year, you need to do the cancellation no later than September 1. The cancellation of the registration for the spring term has to be done no later than January 15. You can ask for a refund of the Student Union fee at the Student Union customer service by September 30 / January 31.

Duration of studies

An amendment to the Universities Act limiting the duration of studies leading to a

Bachelor's degree and a Master's degree came into effect on August 1, 2005. The act

sets a limit to how long a time an individual degree student can spend on studies leading to a degree.

The act pertains to:

- new students, who have begun their studies in the 2005 - 2006 academic year or later,
- students, who have first begun their studies before the 2005 - 2006 academic year, but are given a new right to pursue degree studies in 2005 - 2006 or later.

An optimal duration has been imposed on the completion of degree studies. Various degrees have varying time limits. The regular duration of a combined bachelor's and master's degree is five (5) years: the first degree, a Bachelor's degree, should be completed in three (3) years, and after the first degree, the Master's degree in two (2)

years. In Dentistry, Medicine, Psychology and Veterinary Medicine there are diverging optimal durations.

Circumstances below are not included in the duration of degree studies:

- national military service
- maternity, paternity or parents' leave
- a maximum of one academic year (two terms) of absence from studies, if the student has registered as not attending.

If the degree is not completed within the defined time limit, the student may apply for an extension. The application for extension must include a realistic schedule for completing the degree. The attached study plan must indicate study modules the student plans to complete and a timetable for the completion of them.

More information is available at the faculty offices (see contact information on page 32).

Etappi – checkpoint system

The University of Helsinki uses a system of checkpoints (ETAPPI-järjestelmä in Finnish) to support smooth study progress and, consequently, the timely completion of degrees.

In this system of checkpoints, study progress is monitored by assessing the accumulation of credits. The faculties determine the minimum number of credits required at each checkpoint. Study

progress is supported by means of a personal study plan and supervision.

For further information about Etappi and planning your studies see:

<https://flamma.helsinki.fi/en/studyprogress/HY055576>

<https://university.helsinki.fi/en/studying/new-students/plan-your-studies>

Practices affecting doctoral studies

Information about practices relating to doctoral studies can be found in Flamma:

<https://flamma.helsinki.fi/en/studyprogress/>

Student card

Membership of the Student Union (HYY) provides you with many benefits and services. One of the major benefits of membership is a student card, providing you services on campus and discounts all around the country.

The Student Card is a smart card with the following information and features:

- Your picture
- Your personal information: name, date of birth and student number
- Your school-specific information: university, faculty and student union
- A year tag: this is required to prove card validity

Benefits and discounts

As a student, you are entitled to a significant student meal discount by showing your Student Card in student restaurants. You will also get an extra discount in the cafeterias

inside the University (UniCafes). These meal prices will prove valuable when you compare them to Helsinki's restaurants.

In addition, with the exception of doctoral students, you'll have convenient access to the services provided by the Finnish Student Health Services (FSHS). Consultations with general practitioners are free of charge, while specialist physician services are provided at a low cost.

Carry your Student Card with you at all times – you may stumble upon discount opportunities anywhere! The card provides you with deals on school supplies, travel, local transportation, long distance railway and bus travel, and also culture events and entry fees.

For more information about the student card, please see: <http://hyy.helsinki.fi/en/students/student-card-and-year-tag>

III University services

Student Services

Student Services on the campuses

Opiskelijaneuvonta kampuksilla

City Centre Campus

(Main Building, ground floor)
P.O. Box 3 (Fabianinkatu 33)
00014 University of Helsinki
Tel. 02 941 22244
studentinfo@helsinki.fi

For opening hours, please see:

<https://university.helsinki.fi/en/studying/contact-us/student-services>

Kumpula Campus

P.O. Box 44 (Gustaf Hällströminkatu 2a)
00014 University of Helsinki
Tel. 02 941 50066 and 02 941 50065
sci-info@helsinki.fi

For opening hours, please see:

<https://university.helsinki.fi/en/studying/contact-us/student-services>

The offices of the Student Services are located on two of the four campuses of the University of Helsinki. They act as gateways to the services at the University and they can help you find the right person or office. Annual registrations are also carried out at the Student Services.

The Student Services supply student calendars upon proof of university acceptance and Student Union membership payment. You may also acquire transcripts, certificates of attendance, discount coupons for transportation and travel, as well as authorised certificates for various purposes at the Student Services.

For more information about the services, please see: <https://university.helsinki.fi/en/studying/contact-us/student-services>

Change of address

Since your contact information for university use is always obtained from the Student Register, **you have to take care that your contact information is up to date.** The easiest way to change your address is through WebOodi. If you do not have a user ID for the networks of the University, you can give your new address by e-mail or phone to the Student Services.

Change of Finnish personal identity (i.e. social security) number

The University of Helsinki gives all international students a *temporary* identity number to be used exclusively within the University. After obtaining the official **Finnish Personal Identity Code** (see page 46), **you should inform the Student Services about it immediately.** This change cannot be made through WebOodi.

A good idea is first to contact the Student Services, if you are not quite sure where to look for the information!

Disabled Student Services

Vammaisten opiskelijoiden palvelut
Disabled Student Adviser
P.O. Box 3 (Fabianinkatu 33)
00014 University of Helsinki
Tel. 02 941 22796
vammaisneuvonta@helsinki.fi

If you have a disability, an illness or a learning disability, you might need some special arrangements to be able to complete your studies.

At the Student Services on the City centre campus you can get general advice about special arrangements. To ensure proper progress in studies you should also contact the faculty at the

beginning of the studies or as soon as the need arises. The practical arrangements should be agreed upon by you and your teacher before a course or seminar begins.

The Student services and faculty or departmental staff work together in helping the students to cope. At the Student Services there is a student adviser especially for students with disabilities and those who need special arrangements in their studies. You can contact the student adviser if you need more information or help with arrangements that enable you to participate in lessons or examinations, access lecture rooms with a wheel chair or if you need more time in taking an exam etc.

If you need support to improve your study skills you can also contact study psychologists.

For more information about the Disabled Student Services:

<https://flamma.helsinki.fi/en/services-students/HY054796>

For more information about study psychologists:

<https://flamma.helsinki.fi/en/HY314486>

Organisation for students with learning disabilities

The aim of the organization Helsingin yliopiston erilaiset oppijat ry is to promote the cause of the students who are so called diverse learners, i.e. students with different kinds of learning disabilities. The organisation was established in 2004. For more information, please see:

<http://www.helsinki.fi/jarj/hyer/>

Career services

Urapalvelut

P.O. Box 3

Pay a visit to: Main building, (Fabianinkatu 33), Service Forum of the Student Services, ground floor

FI-00014 University of Helsinki

Tel. + 358 2 941 22125

Office hours: Tue-Thu 13:00-15:00 (or by

appointment)

urapalvelut@helsinki.fi

<https://university.helsinki.fi/en/studying/careers/career-services>

Intranet Flamma: Directory and services » Students » Studies and employment

The Career Services will guide and support you from the very start of your studies during your first year at the University of Helsinki until one year after the completion of your degree. Career Services provide career guidance, career counselling, courses, and information on the opportunities offered by the labour market.

International Exchange Services

Kansainvälisen vaihdon palvelut

P.O. Box 3 (Fabianinkatu 33, ground floor)
FI-00014 University of Helsinki

Consultation hours of the Student Exchange Coordinators: Mon-Thu 10-15:00.

The International Exchange Services provides services for both incoming and outgoing exchange students at the University of Helsinki.

E-mail addresses and phone numbers of the coordinators:

erasmus@helsinki.fi, tel. +358 2941 22441
(Erasmus exchanges; incoming/outgoing)

nordplus@helsinki.fi, tel. +358 2941 22178
(Nordplus/Nordlys exchanges; incoming/outgoing)

studentexchange@helsinki.fi, tel. +358 2941 22177 and +358 2941 22241
(University-wide agreements / other programmes, incoming)

Website for incoming students

<https://university.helsinki.fi/en/studying/how-to-apply/exchange-studies> (during

the application process

<https://university.helsinki.fi/en/studying/new-students>

(for accepted international students)

Blog for incoming students

<https://blogs.helsinki.fi/welcometouh>

UH in Facebook

<https://www.facebook.com/newstudents>

<https://www.facebook.com/HelsinkiUniversity>

International Admissions Services

Hakijapalvelut

Admissions Services

P.O. Box 3 (Fabianinkatu 33, 1st floor)

FI-00014 University of Helsinki

Consultation hours:

<https://university.helsinki.fi/en/studying/contact-us/admissions-services>

Tel. +358 2941 24140

admissions@helsinki.fi

university.helsinki.fi/en/studying/how-to-apply

Admissions Services provides customer service for applicants for degree programmes and coordinates the admission procedure at the University of Helsinki.

International Staff Services

Kansainväliset

henkilöstöpalvelut/Henkilöstö- ja lakiasiat

P.O. Box 33

(Administration Building, Yliopistonkatu 4, 3rd floor) FI-00014 University of Helsinki

int-staff@helsinki.fi

<http://www.helsinki.fi/intstaff/>

<https://flamma.helsinki.fi> > Directory and services > Human resources > International Staff Services

International Staff Services at the University of Helsinki provides assistance and services for all international personnel and their departments at the University of Helsinki.

This includes personnel coming to work in Finland from abroad and going to work abroad from Finland. The main objective of the services is to distribute information and assist in the preparation and practical matters of living in Finland/abroad. The services are available online, via e-mail, phone and also in person at the administration building on the central campus and in the Töölö Towers residence.

The services are available for all faculties and departments and international personnel working for the University of Helsinki in Finland or abroad, regardless of the length of employment or the source of funding. Feel free to contact ISS for more information.

Study offices of the faculties

Each faculty has its own Study Office (opintotoimisto/kanslia), where the Study Advisers (opintoneuvojat) are available for consultation on issues concerning curricula, examinations, degrees and course requirements. The International Coordinators (kansainvälisten asioiden

suunnittelijat) listed below are available for international students. If you are unable to contact your faculty personnel during consultation hours, please make an appointment. **Summer hours may vary:**

check your faculty's website for them.

Faculty of Agriculture and Forestry

Maatalous-metsätieteellinen tiedekunta

International students: International Coordinator, Ms Sari Mikkola is available for consultation by appointment at the Infocentre (Infokeskus) in Viikki, tel. +358 02 941 58247, sari.mikkola@helsinki.fi

Study Office

(Viikinkaari 11, Infokeskus, 3rd floor)
Postal address: P.O. Box 62
00014 University of Helsinki
Tel. +358 2941 58449
<http://www.helsinki.fi/af-faculty/administration/office.html> Office hours: Mon-Fri 9:00-15.45

Faculty of Arts

Humanistinen tiedekunta
Consultation for international students
hum-international@helsinki.fi
tel. +358 2941 22347

Faculty office:

Visiting address: Metsätalo (street address: Unioninkatu 40), 3rd floor
For consultation hours, please see the faculty website:
<http://www.helsinki.fi/hum/english/contact/index.htm>

Postal address: Faculty of Arts, Faculty Office, P.O. Box 24, FI-00014 University of Helsinki

Faculty of Behavioural Sciences

Käyttäytymistieteellinen tiedekunta

International students: the international Relations Officer Mr Turkkala Lavaste Siltavuorenpenger 5 A, room 209
Tel. +358 2941 20504
behav-int@helsinki.fi

Faculty office

(Siltavuorenpenger 5 A, Helsinki)
Postal address: P.O. Box 9
FI-00014 University of Helsinki
<http://www.helsinki.fi/behav/english/contact.htm>

Faculty of Biological and Environmental Sciences

Bio- ja ympäristötieteellinen tiedekunta
International students: the International Affairs Officer, Ms Virve Karhi
Tel: +358 2941 57567
bio-sci@helsinki.fi
Office hours: Tuesdays 12-14 or by appointment

Faculty Office

(Environment House, Viikinkaari 2a)
Postal address: P.O. Box 56
00014 University of Helsinki
Tel. +358 294 1911
<http://www.helsinki.fi/bio/faculty/>
Office hours: Mon-Thu 12-14
Friday closed

Faculty of Law

Oikeustieteellinen tiedekunta

Study advising for M1CL and

exchange/visiting students: Mervi Muru,
Study Secretary
Room P320

Master's studies: ilm-info@helsinki.fi

Exchange students: law-incomingstudents@helsinki.fi

Tel. +358 2941 23204 Fax +358 2941 22152

Office hours during semesters: Tue–Thu 9–11.30 (June–August by appointment only)

International relations and cooperation agreements:

Teija Isotalo, International Affairs Coordinator.

Office hours during semesters Tue and Thu 9-11.30 (June-August by appointment only),
law-international@helsinki.fi

Tel. +358 504160620

Faculty Office

(Yliopistonkatu 3, Porthania building, 3rd floor, room P357) Postal address: P.O. Box 4 00014 University of Helsinki
Tel. +358-2941 22477

http://www.helsinki.fi/law/studies/general/affairs_office.html

Faculty of Medicine

Lääketieteellinen tiedekunta

International students:

med-studentaffairs@helsinki.fi

tel. +358 2941 26627.

<http://www.med.helsinki.fi/english/administration/office.html>

Study Office

(Tukholmankatu 8B, 5th floor)

Postal address: P.O. Box 20
00014 University of Helsinki

Tel. +358 (0)9 191 26620

<http://www.med.helsinki.fi/english/administration/office.html>

Office hours: Mon-Thu 9-11 and 12-15,
closed on Fridays

Faculty of Pharmacy

Farmasian tiedekunta

International students: International

Affairs Officer, Ms Virve Karhi
Environment House, Viikinkaari 2a

Tel: +358 2941 57567

bio-sci@helsinki.fi

Office hours: Tuesdays 12-14 or by
appointment

Faculty Office

(Biocenter 2, Viikinkaari 5 beginning from 1.8.2015, until that the address of the office is Viikinkaari 9)

Postal address: P.O. Box 56
00014 University of Helsinki

Tel. +358 (0)9 191 59137

<http://www.helsinki.fi/pharmacy/>

Office hours: Mon-Fri 12:00-15:00

Faculty of Science

Matemaattis-luonnontieteellinen tiedekunta

International students: the Planning

Officer of Academic Affairs is available for consultation Mon-Fri 10:00-15:00, tel. +358 2941 50065 sci-info@helsinki.fi

Study Office

P.O. Box 64 (Gustaf Hällströmin katu 2a)

00014 University of Helsinki

Tel. +358 2941 50065

<http://www.helsinki.fi/facultyofscience/cultyoffice.html>

Office hours: Mon-Fri 10:00-15:00 (or by appointment)

Faculty of Social Sciences

Valtiotieteellinen tiedekunta

International students: the International

Coordinator, Ms Marianne Järveläinen is available for consultation 9.15-11.00 or by appointment

tel. +358-2941 24807

soc-sci@helsinki.fi

A list of contact persons for international students in the various departments of the Faculty of Social Sciences is available at

http://www.helsinki.fi/socialsciences/studying/current/exchange_coordinators.html

Study Office

(Unioninkatu 37, entrance from

Snellmaninkatu 14 or through the gate at Yrjö-Koskisen katu)

Postal address: P.O. Box 54)

00014 University of Helsinki

Tel. +358 2941 911

soc-sci@helsinki.fi

<http://www.helsinki.fi/socialsciences/administration/index.html>

Swedish School of Social Science

Svenska social- och kommunalhögskolan

International students: International

Planning Officer, Ms AnneSophie Hokkanen is mainly available for consultation Tue and Thu 13:00-15:00 and Wednesday 9-11, but also by appointment, tel. +358 2941 28406
sskh-international@helsinki.fi

Study Office

(Snellmansgatan 12)
Postal address: P.O. Box 16
00014 Helsingfors universitet
Tel. +358 294 1911
<http://sockom.helsinki.fi/international/>

Faculty of Theology

Theologinen tiedekunta

International students: Planning Officer Ms. Anne Hopia is available at Vuorikatu 3, 2nd floor, room 210 on Thursdays between 12:30-14:00 or by appointment (call or send an e-mail), tel. +358 2941 24016,
theology@helsinki.fi

Study Office

(Vuorikatu 3)

Postal address: P.O. Box 4 00014
University of Helsinki Tel. +358 2941 911
http://www.helsinki.fi/teol/tdk/english/administration/faculty_office.htm

Faculty of Veterinary Medicine

Eläinlääketieteellinen tiedekunta

International Students: International Planning Officer, Ms Janna Koivisto is available for consultation by appointment, tel. +358 (0)9 2941 57156, mobile +358 (0)50 4154480,
int-vet@helsinki.fi

Study Office (Agnes Sjöbergin katu 2)

Postal address: P.O. Box 66 00014
University of Helsinki
Tel. +358 2941-911, fax. 191 57161
<http://www.vetmed.helsinki.fi/english/administration/administration.html>

Office hours: Mon-Thu 9:00-15:00,
International Study Affairs are available
Tuesday-Thursday from 9:00-15:00

Other services

Unisport

A student on the move?

Where are you going in your studies? Are you a busy first-year student or are you moving on to your minor studies? 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. Start it as a student, and you'll be an expert at it in later life. It looks like wellbeing is your thing.

UniSport is a joint venture between the University of Helsinki and Aalto University offering sports and exercise services. Our goal is to promote wellbeing in the academic community and society in general by increasing awareness of personal wellbeing, providing sports and exercise opportunities as well as fostering an

environment conducive to exercise. UniSport offers meeting spots for members of the academic community at the two universities' six campuses. UniSport provides everything an active, or one about to become that, person requires.

Training card

A Training Card is the best exercise companion that you can have. A Training Card gives you access to all gyms on all campuses from morning to evening. You can participate in group fitness sessions as well as ball sports practices and clinics.

Courts and gyms

Exercise is better in groups. On our campuses there are different kinds of sports grounds and gyms, 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

Courses in various sports guarantee an easy way of getting to know new sports or leaning more - from jazz dance to weightlifting. The courses are chargeable.

Club activities

Interested in sports club activities and competing? The university's sports clubs are the right option for you. A number of martial art clubs and ball sports clubs train at our facilities. Contact them to find out schedules for beginners' courses and weekly trainings.

To learn more and get the feeling

www.unisport.fi

www.facebook.com/unisportfi

on Twitter

@unisportfi

Instagram

@unisportfi

IT services

Tietotekniikkapalvelut

The IT Centre produces and offers students and personnel IT services at the university

<http://www.helsinki.fi/atk/english/>

Helpdesk – IT support and guidance

Tel. 02 941 55555

Open on working days 8.00 am –5.00 pm

helpdesk@helsinki.fi

<http://www.helsinki.fi/helpdesk/eng>

On Helpdesk's service site, you will find IT guides and instructions. The IT pages for freshmen can be found at:

<http://www.helsinki.fi/helpdesk/7012/eng/>

Access rights

New students can activate their user account at the Welcome Fair. Students receive additional information about acquiring a user account with the acceptance letter from the university.

<http://www.helsinki.fi/helpdesk/5010/eng>

Access rights, IT guidance and computer labs

Contact information and opening hours:

<http://www.helsinki.fi/helpdesk/7000/eng/>

Legal Aid Committee

The Legal Aid Committee of the Law Students' Association (Pykälä ry) provides legal consultation and advice in legal matters. It is free of charge for members of the Student Union of the University of Helsinki (HYY). Read more about HYY's membership on page 40.

Consultation is available by e-mail, telephone or in person. The Legal Aid Committee does not draft nor prepare documents but it can counsel in these matters and look through drafted documents. Tax related matters are excluded from the consultation of the Committee. This means that the Committee will not give any advice on tax related matters.

Consultation hours during the academic term: Monday and Thursday 17:00-19:00.

Summer consultation hours will be announced in the spring on Pykälä ry's web page: <http://pykala.fi/oikeusapu/>

Contact us:

E-mail: oikeusapu@helsinki.fi

Tel: (09) 278 5005

Address: Mannerheimintie 3 B, 5th floor, 00100 Helsinki

Equality and Diversity

Human Resources and Legal Affairs

P. O. Box 33 (Yliopistonkatu 4, 3rd floor)

Tel. +358 2941 24292

tasa-arvovastaava@helsinki.fi

<https://flamma.helsinki.fi/>> Directory and Services > About the University > Equality and Accessibility

<http://www.helsinki.fi/henkos/tasaarvo/index.htm> (in Finnish)

The University of Helsinki is committed to promoting equality and preventing

discrimination in all its operations. Equality and, as a related factor, accessibility contribute to the quality of everyday life for the diverse and multilingual University community. The University strives to promote a sense of community. This means that the University seeks to promote a sense of trust and mutual appreciation in all interactions. Recognition of the fact that all people are different but equal facilitates the generation of trust.

The University of Helsinki Equality and Diversity Plan 2013 – 2016 includes the goals and measures to be taken for the strategic period 2013–2016. Many of the goals featured in the plan take the form of permanent practices. The plan is available on the University website at <http://www.helsinki.fi/henkos/tasa-arvo> and at Flamma <https://flamma.helsinki.fi/en/HY1002390>

Promotion of Accessibility

The University of Helsinki offers advice for disabled students and employees in integrating into the academic community and in acquiring the necessary aids and learning materials. <https://flamma.helsinki.fi/> > Directory and Services > About the University > Equality and Accessibility > Promotion of Accessibility Student Services for Disabled Students <http://www.helsinki.fi/studying/disabled-student-services.shtml> <https://university.helsinki.fi/en/studying/new-students/plan-your-studies> > Special arrangements in studies and exams Special Arrangements: <https://flamma.helsinki.fi/en/special-arrangements/HY1001737>

Prevention of inappropriate treatment

The University disapproves of any kind of inappropriate treatment, bullying or harassment. Students at the University of Helsinki have the right to a safe and pleasant study environment. Consequently, all units and departments must ensure that their students are not subjected to harassment or inappropriate treatment in their studies and

supervision. The University has drafted instructions for the prevention of inappropriate treatment and harassment. Flamma:

<https://flamma.helsinki.fi/en/HY1002421>
University web site:
<http://www.helsinki.fi/henkos/tasa-arvo/prevention-of-inappropriate-treatment.htm>

Harassment situations

In harassment situations, sexual or otherwise, students may also turn to the Student Union's harassment contact persons (contact information at www.hyy.fi). They guide students who feel that they have been harassed within the academic community, with full confidentiality. Harassment contact persons can also be contacted by e-mail at hairintayhdyshenkilo@hyy.fi (the e-mail reaches both of them).

Childcare

Lapsiparkki

The Student Union offers short-term childcare for its members' children of six months and older. The Student Union Childcare Centre Lapsiparkki is open Mon-Thu 8:00-16:00 and Fri 8:00- 14:00 at Siltavuorenpenger 3 C.

The maximum time per child is three hours for the fee of 4 euro per hour. Reservations are to be made early in advance via lapsiparkki@hyy.fi

The Centre is often fully booked, so please cancel your reservation should you not need it – otherwise full price will be charged for the reservation.

For more information, contact the nannies, Mrs Marika Dolivo and Mrs Katariina Haikala-Tikander at lapsiparkki@hyy.fi, tel. 050 303 8333, or the Chief Financial Officer of the Student Union, Mrs Merja Viitasalo, merja.viitasalo@hyy.fi, tel. 050 534 2963.

Study psychologists

Opintopsykologit

Are you struggling in your studies?
Need to improve your study skills?
Wish to overcome procrastination?
Experiencing lack of motivation?
Thesis-writing getting stuck?
On the verge of burn out?
Finnish study culture: how to navigate new territory?

Study psychologists are experts on learning, motivation and well-being. They provide confidential individual counseling for study-related problems. You can request an appointment on your own initiative.

A study psychologist will typically meet an individual student from one to five times. The purpose of the service is to help you make changes in the way you go about studying. The service is available for

all students studying either at undergraduate or master levels, including foreign exchange students.

More information online:

<https://flamma.helsinki.fi/en/HY314486E>
mail: opintopsykologi@helsinki.fi

University chaplain

Yliopistopappi

If you need someone to talk to you can make an appointment with the university chaplain. You can also contact the university chaplains if you wish to contact a community of your respective religion in Finland. The university chaplains help international students to find contacts with different religious communities in Finland regardless of the religion.

Reverend Leena Huovinen

leena.huovinen@evl.fi

Helsinki University Library and the National Library of Finland

Information and library services of the University of Helsinki

The extensive electronic and printed collections and services of the Helsinki University library are available to you and to anyone else.

How to access online resources Access e-resources, such as databases, electronic journals and e-books via - the website of the library, www.helsinki.fi/kirjasto/en/ or - the Nelli information seeking portal, www.nelliportaali.fi or - browse e-books in the BookNavigator, www.terkko.helsinki.fi/booknavigator

Remote access

As a university student, you can access the e-material from outside the university network through the library home page, the

Nelli portal and SFX links. Clicking on the names of the e-material will bring up a form for logging on to services at the University of Helsinki. Fill in the form with your UH username and password and permit the disclosure of your personal information.

Terms of use

Please note as a user of e-material, you have certain rights and responsibilities. You will find the terms of use for each item in the Nelli portal. Click on the i button by the item if you want to see its conditions for use.

How to borrow printed books

To reserve, borrow and renew materials, you need a Helsinki University Library's Helka card. You can get a library card from the library the first time you take out a loan by presenting a passport and a certificate of

attendance. You can also order the library card in advance on the web with this form: <https://elomake.helsinki.fi/lomakkeet/44022/lomake.html> The ordered card will be available for pick-up after 2 working days in any of the Helsinki University Library locations.

Material from Helsinki University Library may be returned in all Helsinki University Library sites (Kumpula, Main Library, Meilahti, Dental Library, Viikki). If you return or renew your loans late, overdue fines will be collected for them. Your borrowing rights may be blocked temporarily if your loans are late (usually 14 days) or you have unpaid fees (15 euro or more).

Support for learning

The libraries provide information skills training in the academic fields of the university. The libraries also supply computers and study rooms, both for quiet independent studying and for group work.

Library locations and contact information

The Helsinki University Library comprises the City Centre, Kumpula, Meilahti and Viikki campus libraries. Information about collections and services is available via the website of the Helsinki University Library, www.helsinki.fi/kirjasto/en/

Main Library in the Kaisa House Fields: behavioural sciences, humanities, law, social sciences, theology Access: Fabianinkatu 30

The Kumpula Campus Library Fields: physics, geologic and atmospheric sciences, chemistry, geography, mathematics and statistics, computer science and astronomy Access: Gustaf Hällströmin katu 2

The Viikki Campus Library Fields: biosciences, environmental sciences, food sciences, nutrition, veterinary medicine, pharmacy, agricultural sciences, forest sciences, applied economics and social sciences. Access: Viikinkaari 11, Viikki Info Centre

The Meilahti Campus Library Terkko

Fields: medicine and health sciences
Access: Haartmaninkatu 4

Dental Library Hammas Fields: dentistry
Access: Mannerheimintie 172 C 2nd floor

The National Library of Finland Fields: extensive collections in the fields of humanities and social sciences and large collections of periodicals, manuscripts, microfilms, maps, music, and other special materials. The collections include

- National Collection
- Slavonic Library - collection dates from the time of the Russian Empire
- Music Library and the Finnish National Sound Archive

Access: Fabianinkatu 35 Web page: www.nationallibrary.fi

IV Student Union of the University of Helsinki

Helsingin yliopiston ylioppilaskunta (HYY)
HYY Services Office
Mannerheimintie 5 A 2nd floor
00100 Helsinki
Tel. +358 50 551 6146
info@hyy.fi
www.hyy.fi

Keep up to date and follow us!
www.facebook.com/HYY.HUS
www.instagram.com/hyy_hus
www.twitter.com/ylioppilaskunta

One of the best things studying at the University of Helsinki is its active community of students, the Student Union of the University of Helsinki. HYY represents students, looks after their interests and provides friends and benefits.

Membership

By being a member of the Student Union you gain several important discounts and services. All degree students registered at the University of Helsinki are automatically members of HYY, and exchange students are also warmly welcome to join and enjoy the benefits of membership!

The membership fee for the entire academic year 2015-2016 is 102 € (or 52 € for the autumn term and 50 € for the spring term alone).

More information on joining the Student Union: www.hyy.fi/join

Member Benefits and Services

Student Card

As a member of HYY Student Union you may order the national all-in-one Student Card, which gives you many discounts all around Finland, including long distance travel. Fill out your application for the card and read about the numerous benefits at Frank's website.

www.frank.fi

Student Meals

With the student card, you receive discount in all the student restaurants and cafés in Finland.

The UniCafe student restaurants, owned by HYY, offer you inexpensive meals on local campuses.

www.unicafe.fi

Student Health Care

Finnish Student Health Service (FSHS) provides affordable everyday health care.

www.yths.fi/en

Help and Support

HYY's specialists help and give advice to HYY's members in problem situations concerning their studies or everyday life. If you have any questions on housing or income, for example, you can ask HYY's specialists for advice.

Free legal assistance for HYY's members provided by Pykälä ry, find out more on page 36.

Activities

There are more than 250 different student organisations within the Student Union. From sports clubs and photography associations to faculty organisations, there is something for everyone! Both the Student Union and the organisations arrange several events and parties throughout the year.

The Freshman Guide

Read more about student life in Helsinki from Freshman Guide published by HYY.

You can find a complete list of all member benefits and services on HYY's website.

www.hyy.fi/memberservices

Student Organisations within HYY

The student organisation culture is exceptionally rich and diverse in Finland and in Helsinki. Over 250 different student organisations within HYY open a field of

opportunities and make sure you find the right people for right activities. Participating in organisations and their events is a great way to network and meet people, make friends, have fun, learn new skills, challenge yourself and make the most of your student life. There is something for everyone: from sport clubs and photography associations to faculty organisations and student nations. You can find more information about organisations on HYY's website.

www.hyy.fi/organisations

HYY's Events During the Academic Year

HYY arranges several events and festivities for members throughout the year.

31 August: The Opening Carnival takes place on the City Centre Campus in the Main Building of the University and in Porthania.

30 Sep: The Freshman Adventure is a city race where you get to know the student organizations, their clubrooms and other new students.

20–26 Nov: HYY celebrates its anniversary on 26 November. HYY Anniversary Week offers various cultural activities.

6 Dec: Independence Day is celebrated with university students' torchlight procession from Hietaniemi Cemetery to the Senate Square.

30 Apr – 1 May: May Day (Vappu) is the largest university students' celebration that starts each year on May Day Eve 30 April. On May Day thousands of students gather in Kaivopuisto park for a picnic.

13 May: Flora's Day is a spring festival in the end of the academic year.

Influencing in HYY

In the Student Union, you can make a difference in many ways. You can join committee activities, give feedback to the Board or the members of the Representative Council or aim at decision-making yourself. The easiest way to influence is to vote in the Representative Council elections, which are held every two years.

V Studying in Finland

Residence Permit and Right of Residence in Finland

General requirements

A residence permit (oleskelulupa) is necessary for foreigners wishing to stay in Finland for more than 90 days. Residence permits must be obtained before coming to Finland (For EU/EAA regulations, see below) from the nearest Finnish embassy or consulate. **The residence permit can be applied online.** The reason for entry must be clearly stated. Foreigners coming to Finland as tourists will usually not be granted a residence permit in Finland. Only in exceptional cases can a residence permit be granted after you have already entered Finland.

Citizens of the Nordic countries

If you are moving to Finland from another Nordic country (Sweden, Norway, Denmark or Iceland), you must notify the local register office (see contact information on pages 46-47) no later than one week after the moving date. Remember to bring your passport with you when registering.

EU-citizens and citizens of Liechtenstein and Switzerland

If you are a citizen of the EU, Iceland, Liechtenstein or Switzerland you will not require a residence permit for Finland. You will be free to reside and study in Finland for up to three months. **If your studies continue for longer than 90 days you must register your right of residence before the end of the 90 day period.** To register you must visit your local police (see contact information on pages 44).

To register your right of residence, you will need:

- an EU registration form
- your national proof of identity or passport
- proof of being registered with a Finnish educational institution and having adequate health insurance cover

Non-EU citizens

You must apply for a residence permit if you plan to study in Finland for longer than 90 days. Apply for a visa if your studies will take less than 90 days. You can study for 90 days without a visa or residence permit if you are a citizen of a visa-free country.

Apply for a residence permit as soon as you have received an acceptance letter from the university. You can submit your application electronically at http://www.migri.fi/studying_in_finland

If you have submitted your application via e-service, you need to visit a Finnish embassy to verify your identity and to present the original copies of any supplements needed for the application. An application cannot be processed until you have visited the embassy. Take the originals of all your documents with you to the embassy even if you have submitted your application electronically. Take also your passport and passport photo with you to the embassy. Make sure that your passport is valid for your entire stay in Finland or longer. At the embassy, you will also be fingerprinted for a biometric residence permit card.

You can also submit the application personally in paper to a Finnish embassy in your home country or in a country in which you are legally residing.

Applying electronically is the fastest way to get the decision to your

application. For further information on applying for a visa, the validity periods of visas and visa application fees, as well as a list of countries whose citizens do not need visas, see the Ministry for Foreign Affairs website:

http://www.migri.fi/studying_in_finland

Is a visa needed first? A visa is needed if the student has to participate in an entrance exam in Finland prior to being accepted at the educational institution and if he or she is a citizen of a country that has not signed an agreement on the abolition of visas with Finland. For information on visa applications, please see the Ministry for Foreign Affairs website www.formin.finland.fi > Services > Foreign nationals arriving in Finland

You can apply for the permit in Finland if you take an entrance exam here and start your studies soon after the exam. You may stay in the country legally during the application processing period, though your visa may have expired.

Apply for the permit at a police service point in your place of residence. Contact the police to find out which service point in the area provides license services. The police will forward your application to the Finnish Immigration Service for a decision.

How long is a residence permit valid?

A residence permit granted to a student is temporary by its nature. If the studies last for more than a year, the residence permit is usually granted for one year at a time. A temporary residence permit bears the letter B. A new fixed-term residence permit is issued by the police. **The application should be submitted in good time before the previous one expires.**

The police will issue the applicant a new fixed-term residence permit if the criteria on which the previous fixed-term residence permit was granted remain valid. The student must prove that he or she has secure means of support either through a grant, stipend or other funds. The applicant

must have a minimum of 560 euro a month, or 6 720 euro a year, at his or her disposal.

What happens after the studies are completed?

After completing the studies, the student may remain in Finland if he or she can be granted a new residence permit on other grounds. The permit may be granted, for example, for continuing studies (within the same field) or based on family ties or employment.

A foreigner who has received a degree in Finland can also get a residence permit for search for work.

Can the decision be appealed against?

You may appeal against the decision made on a residence permit application to an Administrative Court. Instructions on how to appeal are appended to the decision.

Renewing your Residence Permit

Residence permits for students are normally valid for one year from the issue date: the date of expiration is printed on the permit. If you are studying for several years, a new residence permit is required for each year. The permit extension for studying is applied for using the same form as for the first residence permit application. When you apply for a new residence permit, you will need:

- the appropriate form (OLE_OPI)
- your passport
- information on the your means of support
- information on your health insurance
- a certificate of attendance from a Finnish educational institution
- information on the progress of studies · a photograph

These documents should be submitted at the local police office dealing with residence permits. For more detailed instructions see <http://www.poliisi.fi/> > In English > Licences > Licences and permits for foreigners

Helsinki Region Immigration Police Offices

Helsinki (Mon-Fri 9 am – 11 am):
Pasilan poliisitalo 2, AULA 2, Pasilanraito
11 00241 HELSINKI Tel. 0295417911

Note: the Helsinki Police Department handles license matters by appointment. You can make the appointment by using the electronic system at www.poliisi.fi or by calling 0295 418 180 (between 13:00- 15:00) Please note that this number is only for making appointments for license matters and not for enquiries.

EU citizens: The Helsinki Police Department has a dedicated queue operated with queue numbers for the registration of European Union citizens at the Pasila Police Station 2. The queue serves EU citizens from Monday to Friday between 12:40 and 3:15 p.m.

The dedicated queue aims to ease the congested customer service. Other applications will continue to be handled by appointment. The exception to the rule are completed documents which may be picked up from the INFO queue without an appointment.

Espoo (Mon-Fri 8.00 am – 4.15 pm):
Nihtisillankuja 4 02630 Espoo
Tel. 0295 430281

Note: the Espoo Police Department handles license matters by appointment only. You can make the appointment by using the electronic system at www.poliisi.fi or by calling 0295 413 160 (Mon-Fri 9.00 - 11.00).

Vantaa (Mon-Fri 8.00 am – 4.15 pm):
Kielotie 15 01300 Vantaa
Tel. 0295 430 291

Note: the Vantaa Police Department handles license matters by appointment only. You can make the appointment by using the electronic system at www.poliisi.fi or by calling 0295 413 620 (Mon-Fri 9.00 - 11.00).

Please note that in Helsinki you should submit your residence permit application several months before the permit runs out and it may take a very long time to process your residence permit application (six to seven months for non-EU students). Elsewhere the average processing time is shorter. For more information, see <http://www.migri.fi/> (Finnish Immigration Service) or <http://www.poliisi.fi/> (Police).

Student's health insurance

Citizens of third countries arriving in Finland for the purpose of studying are required to have health insurance, if the period of study lasts for more than three months. The requirement is the same for degree-seeking and for visiting/exchange students.

The term "third-country national" in this context refers to a person who is not a citizen of either one of the EU countries or a citizen of one of the following countries: Norway, Iceland, Liechtenstein or Switzerland. Students from Quebec (Canada) are also exempted from the health insurance requirement.

Health insurance must be obtained prior to applying for a residence permit and the health insurance must be valid upon entry to Finland. Students applying for an extension of their residence permit must also have valid health insurance. The type of health insurance policy a student needs depends on his/her duration of studies in Finland that, in turn, affects the right of domicile in Finland.

What kind of insurance will I need when my studies last for more than three months?

- The insurance deductible must not exceed 300 euros.
- Your insurance must cover medical expenses in the amount of 100,000 euros if your studies in Finland last less than two years. A third-country student who enters Finland to study for less than two years is not usually granted the right of domicile, i.e. a home

municipality in Finland, and therefore is not entitled to municipal health care services.

- Your insurance must cover medical expenses in the amount of 30,000 euros if your studies in Finland last two years or longer. A third-country student who enters Finland to study for at least two years is usually granted the right to domicile, i.e. a home municipality in Finland and is therefore entitled to municipal health care services. More about the right to domicile below (Popular Registration).
- Do not take out a regular travel insurance. It is meant for holiday trips lasting less than three months.
- 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.

Do not terminate your insurance policy, or you will have to cover medical and hospital expenses yourself if you become ill.

You can apply for insurance abroad at an insurance company in your home country or enquire about suitable insurance at

international insurance companies. Finnish diplomatic missions and the Finnish police will provide further advice. Up till now, Finnish insurance companies do not grant private insurance equivalent to the Finnish health insurance scheme as separate insurance cover.

Foreign countries and international insurance companies offer a wide range of insurances. There are several international insurance companies that offer health insurance policies: check their websites for details and contact them directly for further information on prices and coverage.

MARSH Student Insurance Package (SIP)

One good option is to take out the Marsh SIP insurance which has been preapproved by the Finnish Immigration Service. This pre-approval will result in a quicker decision on your application for a residence permit. For more detailed information about the type of coverage you will need and its cost, please visit the insurance providers website: www.sipinsurance.eu

Please note that the right to use Finnish Student Health Service (FSHS) does not exempt a student from having to take out health insurance.

Population Registration

Basic information on people residing in Finland is recorded in the Population Information System. Information that is registered includes e.g. name, date of birth, nationality, family relationships and address. Under Finnish legislation, **all foreign citizens residing in Finland for a period longer than one year are required to register their details in the Population Information System.** The registration takes place at a local Register Office (maistraatti).

The information registered is used for such purposes as elections, taxation, health care, judicial administration and statistical procedures.

A Finnish municipality of residence is registered for foreigners who have moved to Finland if they intend to stay here permanently and if they also have a residence permit for at least one year. **Degree students, who study in Finland for at least two years, are usually granted**

a home municipality. Having the right of domicile, i.e. a home municipality, entitles degree students to for example municipal health care services and student discount on the Helsinki region's public transportation.

To register at the population register office, bring your passport/formal identity card with a photograph as well as a valid residence permit with you. Citizens of the Nordic countries do not need a residence permit. For EU-citizens and citizens of Liechtenstein and Switzerland the residence permit is the registration certificate confirming your right of residence, issued by the local police station in Finland. For non-EU citizens the first residence permit is usually obtained in the home country before arriving in Finland. For more information on the different kinds of residence permits, please see the section Residence permit and right to reside in Finland.

More information in English is available at the Population Register Centre website at www.vaestorekisterikeskus.fi

Obtaining a Finnish personal identity code

Foreign citizens who study in in Finland for at least three months should apply the same kind of personal identity code as Finnish citizens have. The personal identity code is used for identification purposes in banks, hospitals, schools, institutions, by various authorities etc.

Citizens of non EU/EEA member states

When you apply for a residence permit, please ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code already before arrival, which will make your life in Finland easier.

Citizens of EU/EEA-member states, Liechtenstein and Switzerland

When you register your right to reside in Finland at the local police station, please ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code, which will make your life in Finland easier.

For details, please see:

[http://www.poliisi.fi/licences_and_permits_for_foreigners/eu_the_european_unio
n](http://www.poliisi.fi/licences_and_permits_for_foreigners/eu_the_european_union)

Citizens of Nordic countries

Visit the local register office (maistraatti) and ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code, which will make your life in Finland easier.

For details, please see:

[http://www.maistraatti.fi/en/Services/plac
e_of_domicile_and_population_data/](http://www.maistraatti.fi/en/Services/place_of_domicile_and_population_data/)

A personal identity code is a series of numbers, consisting of the person's date of birth, a unique identifying number and a single-digit control character. The unique identifying number differentiates persons born on the same day. An uneven number is issued for men and an even number for women. The control character is either a number or a letter.

For example, in the personal identity code 131052-308T

- 131052 = date of birth (date/month/year)
- 308 = unique identifying number
- T = control character.

Before you have a Finnish Personal IDcode, the university will give you a temporary code that you can use at the university. **When you get your official Finnish Personal ID-code, remember to inform the Student Services about it!** For the contact information of

Student Services (see page 30 for contact information).

Helsinki Region Local Register Offices

Register Offices are local population register authorities. You will find the address and telephone number of your local Register Office online at <http://www.maistraatti.fi/en/>

Helsinki

Albertinkatu 25, 00181 HELSINKI

Tel: 029 55 39391

Fax: 029 55 36191

Official e-mail address:

kirjaamo.helsinki@maistraatti.fi

Open: Mon - Fri 09:00 - 16:15

Espoo

Itätuulentie 1, PO box 49, 02101 ESPOO

Tel: 029 553 9301

Fax: 029 553 6326

E-mail: info.lansi-uusimaa@maistraatti.fi

Open: Mon - Fri 09:00 - 16:15.

Vantaa

Kielotie 15, PO box 112, 01301 VANTAA

Tel: 02955 3933

Fax: 02955 36466

E-mail: kirjaamo.ita-uusimaa@maistraatti.fi

Open: Mon - Fri 09.00 - 16.15, no new queue numbers after 16.00. Place of domicile and population data phone hours 9-11 and 12-15.

Financing of studies

Finland and especially Helsinki is quite an expensive place to live. Even though Finnish universities have no tuition fees, you have to take into consideration that you need to have enough financial means to pay your rent, personal expenses, transportation costs, meals etc.

Please make sure that you make the needed arrangements for adequate funding for your entire period of study before leaving your home country. **The total living expenses of a single student studying in Helsinki range from 700 to 1000 euro per month** - depending on your spending habits. See more about the cost of living on page 48.

Finding temporary work or a part-time job in Helsinki can be difficult; especially if you do not have a sufficient knowledge of Finnish or Swedish language. Therefore you cannot count on financing your studies in Finland by working while you study.

There are also a very limited number of scholarships or grants that could cover the full financing your studies.

Most of the grants offered by the University of Helsinki and other institutions are relatively small, ranging anything from 150 euro to 2000 euro.

Exchange students

As a rule, exchange students (i.e. students who register for a limited period of studies through a certain exchange programme as well as through a bilateral or multilateral agreement) are awarded a grant on the basis of that programme or agreement. Erasmus and Nordplus grants are always awarded to students in their home country. Please contact the International Affairs or equivalent at your home institution or your own department for more information on grants and other benefits they may be offering.

Visiting students

Visiting students, who come to study at the University outside the exchange programmes or without any institutional or departmental agreements between their home institution and the University of

Helsinki, have to finance their studies themselves.

Degree students

International degree students must arrange funding themselves. Look for the possibilities at your home country. Is there a student financial aid system in your country? What about grants and scholarships for studying abroad?

The University of Helsinki offers some start-up grants for students accepted to study in an International Master's Programme. More information is provided in the next chapter.

Students already studying at the University of Helsinki can apply for e.g. the scholarships offered by the University of Helsinki Funds. More information is available in the next chapter and at the UH Funds website <https://university.helsinki.fi/en/studying/during-your-studies/apply-for-a-grant>

Doctoral students

PhD studies at the University of Helsinki may be either employed under a contract with the university, grant-funded or self-funded. The funding source does not necessarily influence the content of the research, but it does affect the PhD student's status at the University and also other practical matters such as immigration, health care, housing options etc.

You can ask for more information from your home faculty or department at the University of Helsinki.

PhD students already studying at the University of Helsinki can apply for e.g. the scholarships offered by the University of Helsinki Funds. More information is available in the next chapter and at the UH Funds website <https://university.helsinki.fi/en/studying/during-your-studies/apply-for-a-grant>

Student's income

The Finnish government does not usually fund the stay of foreign students in Finland. The applicant must show that his or her

income is secured with a scholarship, a grant or other funds with which the student can support him- or herself during the academic year. Students must be able to prove that they have at their disposal at least 560 euro a month or 6720 euro for a year. If the educational institution offers free tuition, accommodation and meals, the required amount can be reduced.

Cost of living

All students have to pay for their accommodation and living expenses as well as their books and other study materials. The total living expenses of a single student range from 700 to 1000 euro per month - depending on your spending habits.

For rent in a student dormitory and residence hall you should budget about 400 euro a month (in a single room). The rent for a studio or family flat is higher; it ranges from 500 to 850 euro a month depending on the flat and the location.

Lunch at the Unicafé student cafeterias costs between 2,60 and 4,40 euro for undergraduate and graduate students, for doctoral students the cost is 4,60 to 6,40 euro. The price depends on the lunch and the method of payment.

Local transportation costs are about 24,80 euro / 30-days travels in Helsinki and 49,30 euro / 30-days regional travels from Espoo and Vantaa to Helsinki (prices shown include the student discount which is available to undergraduate and graduate students under the age of 30).

Your student status, and especially the Student Union membership, entitles mainly undergraduate and graduate students to various services at affordable prices as well as to an abundance of student discounts. **The discounts for doctoral (Ph.D.) students are more limited.**

Is a student allowed to work while studying?

Students who have a residence permit granted on the basis of studying may engage in gainful employment without restrictions

when the work consists of practical training or diploma work as part of a degree.

During study terms when actual instruction is being given, you are allowed to do an average of 25 hours of part-time work weekly. The number of working hours is not restricted weekly but the restriction concerns each term during which work can be periodised according to the situation. **During holidays, i.e. during summer and Christmas holidays, you can work full-time without hourly restrictions.**

Income from part-time work done during study terms may be taken into account in a discretionary manner in assessing the amount of available means required for livelihood. However, this is not possible in the case of first residence permits.

Citizens of EU/EEA-countries or Nordic countries can work without restrictions during the studies. You will also require a Finnish personal identity code (henkilötunnus) and a tax card (verokortti).

Grants and scholarships

There is a wide range of grants and scholarships offered by the University of Helsinki and other institutions for undergraduate, graduate and doctoral students. However, **there are a very limited number of scholarships or grants that could cover the full financing your studies!** The majority of the grants offered by the University of Helsinki and other institutions are relatively small, ranging anything from 150 euro to 2000 euro.

A good way to start is to ask about grants and scholarships from a professor or a teacher in your own department. In addition, your fellow students might have some good ideas. As the range of different grants and scholarships is wide and many of them are meant for a limited field of study it is very hard for anyone outside your field of study to give hints or suggestions on suitable grants or scholarships to apply for. However, below you will find information designed to make the start a little bit easier.

The University of Helsinki offers the following grants for its students:

International Student Grant

- The International Student Grant covers about 50 start-up grants to qualified

students who are accepted to study in an International Master's Degree Programme.

- The amount of each grant is 1000-1500 euro.
- The application period is during April-August. Grants are awarded in October
- More information is available online <https://university.helsinki.fi/en/studying/new-students/costs-and-finance#grants-and-scholarships-at-uh>
- **Grants offered by the University of Helsinki Funds**
- The University of Helsinki Funds are based on donations by private individuals and various organizations. The total value of grants and scholarships given out by the Funds is annually around 600 000 euro.
- Grants and scholarships are available for gifted and successful students, researchers and teachers of the University of Helsinki once a year.
- The application period is in January. Grants are awarded in late March.
- Further information available at <https://university.helsinki.fi/en/studying/during-your-studies/apply-for-a-grant>

Grants for student groups

- Student groups planning a study circle can apply for a **study circle grant** to cover the expenses of the teacher's salary. Application time is annually during October-November. More information is available in Flamma <https://flamma.helsinki.fi/en/grants-students/HY100235>
- Grants for student organisations are available to student organisations within the University of Helsinki who are planning a **study trip or a seminar**. Application time is annually during October-November. More information is available in Flamma <https://flamma.helsinki.fi/en/grants-students/HY100235>

Travel Grant for Master's thesis students

- For advanced students who need to travel abroad because of their thesis work.
- No fixed grant.
- Application closing dates vary according to the Faculty or the Department.
- Application forms and further information available at the Study Offices of the Faculties and/or departments.

Get Your Master's Thesis Written! Grants

- The aim of the grant is to promote the finalizing of the master's thesis by providing for an intensive thesis writing period (1-2 weeks) at one of the field stations of the University in Hyytiälä, Kilpisjärvi, Lammi, Tvärminne or Värriö
- The grant covers room and meals.
- Offered twice a year, application time during October-November and April-May.

- More information is available in Flamma <https://flamma.helsinki.fi/en/grants-students/HY1002351>

Chancellor's Travel Grant

- For researchers and teachers as well as post-graduate students at the University for congress or other academic travel abroad.
- No fixed grant.
- Application instructions available in Flamma Intranet: <https://flamma.helsinki.fi/en/HY278530>
- Further information available from uttravelgrant@helsinki.fi

Dissertation Completion Grants

- For finishing doctoral dissertations, available round the year.
- 1-3 months, 1200 euro a month.
- Application instructions and form available in Flamma Intranet: <https://flamma.helsinki.fi/en/HY278529>
- Further information available from the office of your own faculty.

How to apply for a grant?

1. Make sure that you satisfy all the requirements set for the applicant.
2. If a specific form is required, you should absolutely use it.
3. Find out in which language you are expected to write the application.
4. Make sure that all necessary information is given on the application.
5. The application should be clear in every detail.
6. Do not chatter. A research plan or explanation how you use the grant is often enough.
7. Submit the application before the closing date.

Support for Dissertation Printing Costs

- Available round the year.
- The maximum amount per person is the amount that the doctoral candidate has used to cover the expenses of printing the dissertation, up to 1000 euro.
- Application instructions and form available in Flamma Intranet: <https://flamma.helsinki.fi/en/HY278535>

- Further information, tel. 02941 22386

More information about grants and funding databases for Degree Students and PhD Students

<https://flamma.helsinki.fi> > Directory and services > Students > Financing of studies > Grants and scholarships and <https://flamma.helsinki.fi> > Directory and services > Researchers > Research Funding

Planning a career and finding a job in Finland

Finding a job and planning a career are often challenging tasks, especially in a foreign country. The Career Services guides you when you're developing your career management skills.

The Career Services organizes career planning and work life orientation courses in cooperation with Master's programs and Faculties throughout the academic year. Please ask your program/department for more information. You may also participate in the Curriculum for Career course in the spring of 2016 which is open for all university students. Update your skills on our courses and events, or visit our customer service for more information.

There are four steps to successful career management:

- Self-assessment: Recognize your personal qualities, interests, skills and values.
- Career opportunities: Explore your options in the labour market.
- Decision making: Make career decisions and plans to achieve your goals.
- Job-hunting skills: Write a good resume and succeed in an interview.

You'll find up-to-date information about events and workshops as well as the latest

job openings on the Career Services' website and Flamma.

<http://www.helsinki.fi/urapalvelut/english/>

Flamma: Directory and services » Students » Studies and employment



How to get started with job hunting in Finland?

Finding a temporary job is often a matter of luck and/or right connections – and a working knowledge of Finnish. Be persistent and don't give up if you don't succeed at first.

- Look for a job you have education or other competence for. Don't forget the

competence you have gained through your hobbies, volunteering etc.

- Think of possible places of work and opportunities for international students: international companies and projects, embassies, etc. Use your imagination and be creative, for instance a Chinese student may be a good coach for a person about to leave for China in business.
- Look for a place of work where your colleagues are educated and know foreign languages.
- Make a good CV (curriculum vitae) in good English.
- Sending open applications and phoning the employers afterwards is much more effective than just filling in an application form. Remember that only 30% of vacancies are announced publicly.
- Be energetic and daring – not humble, aggressive or arrogant!
- Emphasize your skills: language skills, computing skills, knowledge of various cultures, etc. Hiring an international

student will for instance enrich the organization's working culture and improve the staff's language competence.

- There are several language courses in Finnish available for international students. Join in - even a little Finnish is very helpful, both in job hunting and in your student life.

Remember networking

The most efficient way to find a job is networking, especially with Finns: ask all your friends, colleagues, teachers etc. for hints about job opportunities. Another efficient way to find a job is to contact actively the organizations where you would like to work. In advance, think what you can offer them (i.e. what you have done before), the skills you have, and what kind a work you would like to do. Don't forget LinkedIn and Facebook!

Helsinki region employment and economic development offices

The general website for employment services is <http://www.te-services.fi/te/en/>

Taxation

If you are a foreign student, your income will not usually be taxed in Finland if it is sourced outside Finland. On the other hand, if you work for and are paid by a Finnish employer, you should pay Finnish tax.

If you work in Finland, contact the tax office and request a tax card. When you visit the local tax office, take along your passport and student's ID card.

For more information about taxation in Finland, please see:

<http://www.vero.fi/en-US>

Helsinki Area Tax Office

Pääkaupunkiseudun verotoimisto

Postal address: P.O. Box 400, 00052 Vero
Visiting address: Rajatorpantie 8 A, Vantaa (Myyrmäki) (1st floor)

Visiting hours: Mon-Fri 9:00-16:15 Tel: 020 612 000

Branch offices

Kaisaniemi, Helsinki Vuorikatu 14

Visiting hours: Mon-Fri 9:00–16:15

In To Finland

Salomonkatu 17, doorway A, 2nd storey
Opening hours: Mon-Fri 9:00-12:00, 13:00-16:00 www.intofinland.fi

In To Finland is the service point of the Social Insurance Institution of Finland

(Kela) and the Finnish Tax Administration for those coming to work or study in Finland. It gives advice and instructions to

those moving to the Helsinki Metropolitan Area about the matters that first arise on coming to Finland.

Housing

Reserve time for finding an apartment

Finding suitable accommodation in the capital region can be challenging as there is lack of housing in the area. You should start searching right away when you receive the acceptance letter. The peak time is in the beginning of the academic year. There is no guarantee that you will get a flat – you have to be active yourself.

Be prepared to pay 400-600€ per month

Be prepared to have 700-1000€ for living expenses per month of which 400-600€ per month for housing. For the residence permit you are required to have 500€ per month on your bank account but this is not enough for living in Helsinki!

Apply for an apartment simultaneously through various channels

If you get a housing offer – take it! You probably won't get another offer and there is no temporary housing available.

Be prepared to live further away from the centre or campus areas

The public transport in Helsinki is ranked among the best in Europe. You can check the transport connections from your apartment to the campus from the Helsinki Region Transport Journey Planner www.reittiopas.fi/en

Never send money or your passport information to anyone

Do not send this information to anyone on the open market before you have seen the apartment and signed a contract! An offer that sounds too good to be true (e.g. a studio flat under 500 euro in the centre) is usually a scam.

Cancel unnecessary applications

Remember to cancel the unnecessary applications after finding accommodation, because there are other students needing housing in the queue.

Housing options

Below are a few options for where to look for housing. Some options are targeted only for students and some are open market options.

HOAS – the foundation for student housing in the Helsinki region

20 % of the students in Helsinki Metropolitan Area live in a HOAS apartment. HOAS is a non-profit organisation providing student housing. For arriving students, HOAS offers rooms in shared apartments as well as family apartments and friend apartments.

It is advisable to apply for an apartment as soon as you receive a confirmation on your place of study - but no sooner than four months before you need the apartment. Your possibilities

to receive an apartment from HOAS are improved if you are willing to live outside the centre and campus areas. However, please remember that applying as soon as possible does not guarantee that you will get an apartment when your studies begin! HOAS cannot guarantee housing for all students.

If you haven't received an offer by mid-August it is likely that you won't get a flat from HOAS by the beginning of September. Housing applications can be done online on the HOAS webpages: <http://www.hoas.fi/www/hoaswww.nsf/sp?open&cid=homepage>

Note: for exchange students coming through an official exchange programme there is a separate application procedure. For those exchange students the applications can be done online at:
<http://www.hoas.fi/www/hoaswww.nsf/sp3?open&cid=Content1082A>

HOAS also has a Facebook page where you can e.g. ask questions.

<http://www.facebook.com/hoashelsinki>

Housing Option for Degree Students

The University of Helsinki has a housing quota for Master's degree students that are moving to Finland and accepted to one of the programmes listed on the Master programmes housing website

<https://university.helsinki.fi/en/studying/new-students/housing#housing-option-for-master%27s-degree-students>

The residence period is from August 1st 2015 to May 31st 2016 with a fixed-term contract that cannot be terminated in the middle of the term. The agreement is made from the beginning of August but there is no rental payment for that month. You can move in during August or in the beginning of September as you wish.

Agronomy and forestry apartments

Latokartano student village provides apartments for students of the Faculty of Agriculture and Forestry at the University of Helsinki. <http://www.latokartanonyokyla.fi>

Forestry apartments

The applicant has to be a student of forestry. The freshmen of forestry are preferred as applicants.

<http://silvica.kotisivukone.com/11>

Forenom

Forenom is an accommodation and relocation service provider. The service covers the supply of accommodation in apartments from studios to family houses, and from basic apartments to luxury housing. Apartments are fully furnished and equipped for quick moving in and comfortable living.

Forenom offers flats for both short and long term needs. The rent starts from approx. 500€/month/person (basic apartments). Forenom apartments are best rented with a group of flatmates (notice that you have to form the group yourself!).
<http://www.forenom.fi/en/>

Other websites for rental apartments

Vuokraovi: www.vuokraovi.com

Oikotie (in Finnish):
www.oikotie.fi/vuokra-asunnot

HOAS Flea market

<http://www.hoas.fi/www/hoaswww.nsf/sp2?Open&cid=Content07FC5>

VVO www.vvo.fi/en

Find flat mates

You can get in touch with other new international students and potential flat mates on Facebook

www.facebook.com/newstudentsuh

No apartment before arriving in Finland?

If you haven't received a housing offer by mid-August it is likely that you won't get a flat by the beginning of September. In this case it can be a good idea to secure yourself temporary accommodation for the whole of September right away. Most flats and rooms are vacant from the beginning of the month. On the list below you will find some hostel options.

Vuokrahuone.com:

<http://vuokrahuone.com/>

Stadion Hostel: <http://stadionhostel.fi/>

Cheap Sleep:

<http://www.cheapsleep.fi/book-bed/>

Hostel Suomenlinna:

<http://www.hostelhelsinki.fi/fi/etusivu/>

Eurohostel: <http://www.eurohostel.eu/>

Other options

You can search for a hostel online or try to find accommodation through couchsurfing. Also visit Helsinki accommodation pages online to find temporary accommodation.

Hostels online

Suomen Retkeilymajajärjestö (SRM)
info@srm.fi
<http://www.hostellit.fi/?lang=EN>

Helsinki accommodation

<http://www.visithelsinki.fi/en/stay-andenjoy/accommodation>

Couchsurfing

<http://www.couchsurfing.org/>

Traveller's home - Matkamajoitus

Lönnrotinkatu 16 D 00120 Helsinki Tel.
+358-44-211 9526 info@matkamajoitus.fi
<http://www.matkamajoitus.fi/>

Contact us

If the semester is already about to start and you still haven't managed to find a place to stay you can contact the University of Helsinki's Student Services at studentinfo@helsinki.fi

Please note that the University of Helsinki does not provide accommodation for students and we cannot guarantee that you will find a place to stay – but we will do our best to inform our students about different providers of housing and possible last minute housing options.

Student health care

Finnish Student Health Service - Better Student Health

The Finnish Student Health Service FSHS (in Finnish: Ylioppilaiden terveydenhoitosäätiö YTHS) A healthy lifestyle and good interpersonal relationships affect your health, physical condition and ability to cope.

An important aspect of taking care of your wellbeing is to seek help from health care professionals early enough. During your studies you can turn to the FSHS for issues related to health and ill health. FSHS provides general, mental and oral health care services. Many of our services are free of charge.

You can use our services if you are studying for a Bachelor's or Master's degree at a university or other institution of higher education and you have paid your student union membership fee to a student union that is affiliated to the FSHS. Those studying for a Licentiate of Medicine, Dentistry or Veterinary Medicine degree are

also entitled to use the FSHS's services. International university students are also entitled to use FSHS services, provided that they have paid the annual health care fee as part of their student union membership fee. If you need more information about student union membership, please turn to your own student union.

Please remember that FSHS only provides basic health care services and does not e.g. perform extensive medical operations. It is important that you have your individual insurance.

FSHS is closed during the weekends and public holidays. If you should require acute treatment when the FSHS Helsinki is closed, please contact your municipal health centre.

FSHS Helsinki Töölönkatu 37 A 00260
Helsinki www.yths.fi/en > Appointments:
Helsinki.

Contact us online: www.yths.fi/en/e-communications

Read more:

www.yths.fi/en/internationalstudents

Health care services and health insurance

Health care services

More information on health care services outside of the Student Health Care Services, which were introduced in the section above, can for example be found on the Infopankki website, <http://www.infopankki.fi/>> Health

A foreigner who is not a permanent resident of a municipality in Finland must pay the actual cost of treatment when using public health care services. Therefore **it is very important that you have a private health insurance to cover the costs of emergency treatment and hospitalisation.** EU-citizens should have their European Health Insurance Card.

Health Counselling Service

For more information about health care services or advice about how to treat illnesses, **you can always call the Health Counselling Service (09) 310 100 23. The service is also available in English and it operates around the clock.** The service is confidential and enquiries are answered by experienced nurses and health care professionals. The cost of the call is based on the operator's charge plus the local network fee.

Health insurance

All **non-EU citizens** are required to have health insurance when applying for a residence permit. For more information, see the section Residence Permit and Right to Reside in Finland. All **EU citizens** should make sure they have acquired a European Health Insurance Card, which gives access to medical care during a temporary residence in another EU/EEA country or in Switzerland. Residents of an EU/EEA country are entitled to medical care while staying temporarily in another EU/EEA country or in Switzerland. The European Health Insurance Card serves as proof of such entitlement.

Anyone, covered under his or her home country's social security system, who intends to travel to an EU/EEA country or to Switzerland on holiday, for the purpose of study, on a secondment (temporary work) or to seek employment can apply for the card. The card is available free of charge.

More information about the European Health Insurance Card, can be found at

<http://ec.europa.eu/social/main.jsp?langl=en&catId=509>

KELA benefits – residence-based social security

To be eligible for social security benefits, the general rule is that you must be living in Finland permanently. **Please note that students, who have come to Finland only to study, are usually considered to be here only temporarily and are thus**

generally not covered under the residence-based social security system.

Your right to social security benefits in Finland is decided by reference to the length of your residence in Finland. If you intend to move to Finland permanently, you will normally be covered by the Finnish social

security system and will qualify for Kela benefits as soon as you move to Finland. Kela evaluates whether the residence is permanent or temporary. This evaluation takes into account the whole situation of the applicant, which is affected by, for example, an employment contract in Finland, family ties to a permanent resident of Finland or a previous permanent residence in Finland. If the residence isn't considered permanent, social security coverage may be based on the length of employment. As a further requirement, you are expected to have been issued a residence permit, which should mainly be valid for at least one year (assuming a residence permit is required in the first place). Residence permits are issued by the Finnish Immigration Service. Persons living in Finland solely for the purpose of studying cannot normally be covered under the Finnish social security system. However, if you have other reasons besides studying for living in Finland, you may be considered to have taken up permanent residence in Finland, in which case you will qualify for social security coverage.

If the circumstances of your residence in Finland change, and you meet the requirements for permanent

residence, you may qualify for social security coverage from the date the change became effective. One example of such a change is marriage to a person who lives permanently in Finland.

More information

Regarding residence-based social security, more detailed information is available on the website of the Finnish Social Security Institution - Kela, at <http://kela.fi/web/en> > Our Services > Moving to or from Finland.

In To service point

Salomonkatu 17, doorway A, 2nd floor
P.O. Box 82, 00601 Helsinki
Opening hours: Mon-Fri 9:00am - 4:00pm

info@intofinland.fi

<http://www.infopankki.fi/en-GB/into/>

In To is the service point of the Social Insurance Institution of Finland (Kela) and the Finnish Tax Administration for those coming to work or study in Finland. It gives advice and instructions on social security and taxation matters.

Please note that the In To service point does not have a telephone service.

Student financial aid

Finnish citizens studying at higher educational institutions are eligible for financial aid, which consists of a grant, a state-guaranteed loan and housing supplement. The study grant (opintoraha) amounts to about 300-335 euro per month and does not have to be repaid. The student loan guaranteed by state (opintolaina) is applied for at a bank and its repayment begins after the completion of studies. The amount of the loan is 400 euro per month. The amount of the housing supplement (asumislisä) depends on the rent and the form of housing. Those students who have

other (sufficient) income or progress poorly in their studies are not eligible for the aid and the aid can be required to be repaid.

International students

International students who do not have a Finnish citizenship can get financial aid for studies in Finland if they live in Finland on a permanent basis and they have come to Finland for a purpose other than studying (for example, work, family ties or return migration). They have to be registered as permanent residents in the Finnish population register system and the purpose

of residence in Finland is determined by reference to such matters as the residence permit, registration or acceptance to an educational institution.

Even persons who are in Finland for the purpose of study may be eligible for financial aid on the grounds of employment if

- The employment will last at least 4 months and they will work at least 18 hours a week on average,
- The self-employment will last at least 4 months and the earned income under

the Self-Employment Persons' Pensions Act comes to at least €1,000 per month.

Even persons who are in Finland for the purpose of study may be eligible if they are family members of a citizen of an EU/EEA country or of Switzerland who is employed in Finland.

More information is available at <http://kela.fi/web/en/financial-aid-forforeign-students>

VI Living in Finland

Advice and help for people moving to Finland

Finnish Immigration Service

Maahanmuuttovirasto

Lautatarhankatu 10 (Customer Service)
(P. O. Box 18), 00581 Helsinki
Tel. +358 295 419 600 (Mon-Fri 11:30-15:00)

migri@migri.fi

<http://www.migri.fi/frontpage>

Registry Office, for sending additional information regarding matters pending at the Finnish Immigration Service.

No appointment is necessary, but there is a queue number system in place. No numbers dispensed after 14.30.

Customer service is open Monday-Friday 11:30-15:00. Requested details and other documents may be delivered at any time during office hours, Monday-Friday, 8:00-16:15.

Please note, no applications can be submitted directly to the Finnish Immigration Service. Applications must be submitted at the local police: for more information, see the section Residence permit and right to reside in Finland in this handbook.

For application fees, see the webpages: http://www.migri.fi/services/processing_fees

Virka Info - information services of the city of Helsinki

Virka Info is a public information service that answers questions about the City of Helsinki and its services at the information desk of the City Hall lobby, as well as by the phone and e-mail. In addition to Finnish and

Swedish, service is also available in several other languages.

Visiting address: City Hall, Pohjoisesplanadi 11-13 or Sofiankatu 1

Postal address: P. O. Box 1, 00099 City of Helsinki

Virka-info tel. information service +358 (09) 310 11 111

Mon-Fri 9-16

virkainfo@hel.fi

<http://www.virka.fi/en/info>

The Virka Info Public Information service desk is open Mon–Fri 9–19, Sat–Sun 10–16.

Information services for immigrants

Virka Info is specialized in helping immigrants with questions concerning work, education, housing, residence permits, general legal justice, social and health services and any other question connected with living in Finland.

An appointment to see a consultant can be made by phone or in person.

Infopankki - Info Bank

Info Bank is a web portal that contains basic information about Finnish society and culture, permits needed by those settling in Finland, housing, studying Finnish, finding employment and starting a business, education, health care, social services, getting help in a crisis, cultural and leisure services, and NGOs and associations, as well as links to websites where you will find additional information. Information is available in 14 different languages. www.infopankki.fi

NonDiscrimination Ombudsman

(Yhdenvertaisuusvaltuutettu -
diskrimineringombudsmannen)

The Ombudsman for Non-Discrimination is an independent and impartial authority responsible for promoting equality and tackling discrimination. The Ombudsman provides counselling and advice to victims of discrimination. The Ombudsman can provide both legal advice and assist the victim in reporting the incident to the appropriate authorities.

The Ombudsman for Non-Discrimination may be contacted by those who have experienced or observed discrimination on the grounds of origin, language, nationality, religion or belief, opinion, political or trade union activity, family circumstances, age, sexual orientation, health, disability or any other personal characteristics. Issues relating to discrimination on the grounds of gender and gender identity are dealt with by the Ombudsman for Equality.

Customer service number: 0295 666 817,
weekdays 10:00-12:00

E-mail: yvv@oikeus.fi

- If you need to see one of our officials, you must make an appointment beforehand.
- The caller has to pay the standard call charge, although there is no separate service charge. The office can return your call on request.
- If you do not know any Finnish, Swedish or English, you can write a letter or e-mail in your native language, in which case the office will have the letter or e-mail translated. This will not cost you anything. We kindly ask you to keep your letter to a maximum of two pages.

Administrative issues: 0295 666 800

Media contacts: 0295 666 813

Personnel e-mail:

firstname.surname@oikeus.fi

Internet: <http://www.syrjinta.fi> (On the webpages information is available in over 20 different languages)

Postal address: Office of the Non-Discrimination Ombudsman, P.O.Box 24, FI-00023 Government, Finland

Street address: Vuorikatu 24, Helsinki

The duties of the ombudsman include: customer service (helping victims of discrimination) promoting good ethnic relations, improving the status and rights of minorities, foreigners and immigrants in society, the implementation of equality, taking initiatives, drawing up reports, proposals and recommendations and issuing public statements on discrimination and co-operation between public authorities and minority organisations.

Refugee Advice Centre

Pakolaisneuvonta ry.

The Refugee Advice Centre (RAC) is a non-governmental organisation founded in 1988 by other Finnish NGOs. RAC provides legal aid and advice to asylum seekers, refugees and other immigrants in Finland.

Kaisaniemenkatu 4 A, 6th floor 00100
Helsinki Tel. 075 7575 100, fax 075 7575 120

pan@pakolaisneuvonta.fi
www.pakolaisneuvonta.fi

Opening hours during Mon-Fri 9.00 am – 4.00 pm.

SOS Center - crisis prevention for foreigners

The SOS center helps foreigners and their family members living in Finland in different crisis of life. The center serves adult clients. Help is short term therapeutic conversation help. It is important to make an appointment beforehand. You will find more information on the website of the SOS Center at

<http://www.mielenterveysseura.fi/en/support-andhelp/support-and-help-foreigners>

Maistraatinportti 4 A, 4th floor
00240 Helsinki
Tel. +358 9 41350 510

The crisis services are open on Mon-Thu 9:00–12:00 and 13:00–15:00, on Fri 9:00–12:00.

Legal Aid Office

Helsingin oikeusaputoimisto

The Legal Aid Office offers legal aid for persons living Finland, entirely or partly free of charge, depending on the client's income. You can have advice, documents or assistance during a trial both in civil and criminal cases.

Porkkalankatu 13 G, 2nd floor
00180 Helsinki Tel. +358 29 56 60120

(Appointments)

Mon-Fri 8:00-16:15

helsinki.oikapu@oikeus.fi

<http://www.oikeus.fi/oikeusapu/en/index.html>

Transport and travel

Transport in the Helsinki Region

<http://www.hsl.fi/EN/>

Travel card

The Travel Card is an electronic card, which makes it easy to use public transportation in the Helsinki Metropolitan Area. You can use the travel card on local busses, metro, trams, trains and the Suomenlinna ferry. You can either buy a personal travel card (advisable is you use public transportation regularly) or a multiuser travel card. A multi-user travel card can be used by any person holding the card who belongs to the same customer group. A personal travel card can only be used by the owner of the card.

Where to buy the card

A Travel Card can be purchased at any of the public transport service points. The card payment is 5.00 euro. The validity of the card is 5 years from the date the card is sold. You will need a passport or an ID card to prove your identity.

For more information about the travel card, please read:

<https://www.hsl.fi/en/information/travel-card>

Loading

The Travel Card can be loaded at over 300 locations throughout the Helsinki Metropolitan Area. You can load your Travel Card at any loading point regardless of your resident municipality or the period (internal or regional) you want to load on your card. All loading points display the Travel Card sign.

You can load both value and season for the card. For single travels value is the best option but if you are a regular user a season ticket will be the cheapest. A season ticket can be 14 - 366 days and the value anything between 5 - 400 euro. You can load the period so that it will be valid from the day the card is loaded or from a chosen day during the subsequent 60 days. You can also load two consecutive periods on your Travel Card. The interval between the periods i.e. the end of the first period and the beginning of the next period can be 0 - 60 days. The periods are priced separately.

Prices and student discount

You can find the complete list of fares in Helsinki on the Helsinki Region Transport website, <https://www.hsl.fi/en/tickets-and-fares>.

A student discount is available for undergraduate and graduate students under the age of 30. (Students aged 30 or over must receive Student Financial Aid from the Finnish Social Security Institution (Kela) in order for them to be granted the student discount.)

Both degree students and exchange student get the student discount for the first study year with a certificate that will be available at the Welcome Fair (26– 27.8.2015 and 14– 15.1.2016) and the Student Services.

Degree students – second year and beyond

From the second study year on degree students can update their discount status at a Helsinki Region Transport service point.

Before the student discount can be granted degree student must register as permanent residents of the municipality at the Register Office (see the section Population Registration). Students also need to complete their annual registration as attending students before the discount can be granted. Students need to obtain either a valid year tag on their student card or a certificate that proves that they are attending students for the following study year to get the discount.

For more information about the annual registration, please see page 26.

Lost cards

If you have lost your Travel Card, you can contact the Travel Card customer service, tel. (09) 4766 4000 (Mon-Fri 7:00am- 7:00pm, Sat-Sun 9:00am-5:00pm). You can also contact a Travel Card service point.

Inspections

Persons that travel without a valid ticket will be charged a penalty fee of 80 euro and the price of a single ticket. You must have a valid ticket also on the platform area of the metro.

Service points in Helsinki

Central Railway Station Metro Station,

Open Mon-Thu 7.30am-7pm, Fri and on eves of public holidays 7.30am-5pm, Sat 10am-5pm

Itäkeskus Metro Station

Open Mon-Fri 10am-5.15pm

Pasila

Opastinsilta 6 A, HSL Main Office Open Mon-Fri 8.30am - 4pm

You can also use the sales point search on the Helsinki Region Transport webpages to find your closest service point: <https://www.hsl.fi/en/tickets-and-fares/sales-points>

Taxis

To order a taxi in Helsinki, call 0100 0700. If the need for a fare is immediate, for advance bookings the number is 0100 0600. The cost of an advance order is 7,10 euro (March 2015), and it will be added to the fare as shown by the meter.

For taxi rates please see the website of Taksi Helsinki, <http://www.taksihelsinki.fi/en/> > Taxi fares

There is also a rate calculator on the website that helps you to estimate the cost of the trip.

Have the pick-up address ready when you call, also mention if you have any special requests for the ride (e.g. you need a mini bus, you have a lot of luggage etc.). Also mention if you are planning on paying with a Visa Electron card.

The central taxi reservation number in Espoo and Vantaa is 0100 7301.

Kutsuplus

An alternative to taking the taxi is the Helsinki region transport HSL's Kutsuplus on-demand minibus service. You can book a ride online with your computer or mobile phone. Kutsuplus buses operates in an area that extends to Tapiola and Leppävaara in

the west, to Ring Road I in the north and to Itä- keskus in the east. The buses run from Monday to Friday from 6.00 am to 12.00 midnight. For more information, see: <https://kutsuplus.fi/home>

Driving in Finland

Foreign driving licenses

Driving licenses issued in another EU or EEA country and interim driving licenses issued in the Nordic countries entitle the holder to drive motor vehicles in Finland equivalent to those indicated on the non-Finnish license. The driver must be at least 18 years old. The right to drive is valid regardless of whether the person is in Finland as a tourist or residing permanently.

A person residing permanently in a country that has signed the Geneva or Vienna Road Traffic Convention and who holds a national or international driving license or an official Finnish or Swedish translation of a national driving license is entitled to drive motor vehicles equivalent to those indicated on the non-Finnish license provided that the person fulfils the Finnish age requirement to drive such vehicles. The afore-mentioned driving license is valid in Finland for two years from the start of the holder's period of permanent residence in Finland provided that the license is valid and no other reason exists for the termination of its validity.

The above also applies to driving licenses issued in Hong Kong, Macao or Taiwan under the regulations of the area and international driving licenses.

The right to drive is based on the possession of a driving license issued to a person living permanently in a country that has signed the Convention. A driving license acquired in such a country during temporary residence (for example as an exchange student) does not entitle the holder to drive in Finland.

For more information, please see: <http://www.poliisi.fi/>> In English > Driving License.

Driving license permit

If you would like to obtain a driving license while in Finland, you will find more information on the website of the Police <http://www.poliisi.fi/>> In English > Driving Licence. The site gives comprehensive information on the driving licence and the application process.

Drunken driving and drugs

In Finland, under the Penal Code, the driver of a motor vehicle is guilty of drunken driving if he/she has a minimum of 50 mg of alcohol per 100 ml of blood, or a minimum of 0.22 mg per litre of exhaled air. The limits for aggravated drunken driving are, respectively, 120 mg (blood) and 0.53 mg (exhaled air).

A driver can also be guilty of drunken driving or aggravated drunken driving when under the influence of other intoxicants than alcohol if his/her driving ability is impaired or seriously impaired.

For more information, see the website of the Police at http://www.poliisi.fi/trafficsafety/surveillance_of_intoxicant_use

Helsinki by bike

Using a bike is by far the cheapest - and often also the fastest - way to move around within the Metropolitan area. **Remember to wear a helmet!** A great help in finding bicycle routes is the Journey Planner for Cycling which can be found on the Helsinki Region Transport (HSL) website: <http://pk.hsl.fi/en>

Bicycle centre

The bicycle centre at the Narinkka Square in Kamppi offers emergency repair, facilities that allow cyclists to service their bikes, and information. There is also a supervised bike parking area. For more information, see: <http://www.hel.fi/www/Helsinki/en/maps-and-transport/cycling/centre/>

Bicycle rentals

Greenbike

Bulevardi 32,

tel. 050-550 1020,

<http://www.greenbike.fi>

The shop also sells second hand bikes.

Bicycleclean Helsinki

Luotiskatu 2, Katajanokka (May – September)

Tel. +358 41 4763 317

Selkämerenkatu 6, Ruoholahti (May – September)

Tel. +358 41 4763 318

Luotiskatu 2, Katajanokka (October – April)

Tel. +358 41 4763 317

<http://www.bicyclecleanhelsinki.com/>

The shop also sells new and second hand bikes.

You can also look for more options on the Internet!

Railways

The railway network in Finland covers most of the country reaching all the way from Helsinki to Kolari, Lapland. There is also a direct connection from Helsinki to St. Petersburg. All long distance trains are operated by VR – the Finnish Railways.

VR offers undergraduate and graduate students studying in Finland reduced-fare travel on long-distance trains. There is an up to 45-55 per cent discount for single tickets. When purchasing and using the student ticket, the Finnish student card, valid for the current academic term, must always be shown.

You can also get a student discount with VR and Matkahuolto (long distance busses) joint student card on bus and train services. The card is free of charge but you need an €8 semester or year sticker as proof of validity. Joint student cards and semester and year stickers are available at VR ticket offices and Matkahuolto service points.

For further information contact the Student Services (see page 30) or directly from: VR Ltd, Finnish Railways, information in English, tel. 0600 41 902 (€1,99/answered call + Inc) Mon-Sun 7.00 am -10.00 pm or online at www.vr.fi

Long distance busses

There are three main private long distance bus companies and several smaller ones operating in Finland. Most companies offer student discounts for undergraduate and graduate students. By purchasing tickets early you can also get good discounts!

Matkahuolto

Undergraduate and graduate students are granted a 50 per cent discount on long distance coaches if the trip covers at least 80 km and the ticket is purchased in advance. In order to benefit from this discount the student must present a valid student card bearing the Matkahuolto emblem and issued by a student organisation.

You can also get a student discount with VR and Matkahuolto (long distance busses) joint student card on bus and train services. The card is free of charge but you need an €8 semester or year sticker as proof of validity. Joint student cards and semester and year stickers are available at VR ticket offices and Matkahuolto service points.

For more information, please see: www.matkahuolto.fi/en/

ExpressBuss

Undergraduate and graduate students are granted a 50 per cent discount of the price of a normal single ticket for a one-way trip of at least 80 km. The discount is granted by presenting a student card jointly issued by Matkahuolto and VR or by presenting a student card bearing the Matkahuolto emblem and issued by a student organisation. Discount tickets can be purchased on buses or at bus stations.

For more information, please see: <http://www.expressbus.fi/etusivu>

Onnibus

This bus company operates between certain larger cities in the Southern Finland. Onnibus doesn't offer student discounts, but is otherwise very affordable. Prices range between 3 to 20 euro depending on the route.

For more information, please see:
<http://www.onnibus.fi/>

Travelling by boat

Boat lines - the floating hotels - operating regularly between Finland and other countries may grant discounts to students. In order to receive the discount, you must present valid proof of your student status: i.e. a student card or some other proof. Very often, they have special price campaigns, when they do not offer any discount. In addition, the amount of the discount varies from one company to another. Next are mentioned some of the boat lines that offer trips to neighbouring countries.

Operating companies

Viking Line offers cruises and rides to Stockholm and Tallinn www.vikingline.fi

TallinkSilja offers cruises and rides to Stockholm, Riga and Tallinn
www.tallinksilja.com

Linda line offers fast boat rides to Tallinn
www.lindaline.fi/en/

Nordic Ferry Center offers cruises to St. Petersburg www.ferrycenter.fi

St. Peter Line offers cruises to St. Petersburg <http://www.stpeterline.com>

Kilroy Travels Helsinki

KILROY travels is a full service travel agency specialised in student travelling with complete travel bureau services. It provides the cheapest possible flights, hotels, trains, adventure trips, study tours, student and youth tours as well as regular flight, train and boat tickets. Travel information is also available. KILROY issues International Student Identity Cards (ISIC) and IYTC cards.

Kaivokatu 10 D (Kaivopiha)

00100 Helsinki

Tel. +358 9 680 78 200

helsinki@kilroy.fi

<http://travels.kilroy.eu/>

Mail and telephone

Mail

Stamps can, among other places, be purchased at post offices and R-kiosks. Stamps are also available at the Thin Corner shop in Porthania (Yliopistonkatu 3). More information is available online at www.posti.fi/ > **In English**

There are two kinds of letterboxes; a blue and a yellow. In places where both letterboxes are found side by side, first class letters should go in the blue box and second class letters in the yellow box. In locations with just the yellow letterbox, both first and second class letters should be placed in the yellow box. There are dozens of branch offices in Helsinki: for the one nearest, see http://www.posti.fi/private/posti_sservices/tools/postofficesearch/

Telephone

Regular phone

A regular home phone (lankapuhelin) is not recommendable for the high price of the phone and connection when compared to a mobile phone. However, if you wish to have more information on this option, you can see online for phone operators.

Mobile phones

A mobile phone may be the best solution to your communication needs. They are a relatively cheap way of communicating in Finland, especially if you tend to move often or want to keep in touch with your family and friends. There are several providers of mobile phone networks: DNA, TeleFinland, Kolumbus, Saunalahti, Sonera and others. New operators come and go with every

EMERGENCY CALLS: 112

(Police, ambulance, fire department and/or social worker)

How to make an emergency call:

1. If you can, make the call yourself to make sure that the information got through.
2. First, tell what has happened.
3. Tell the exact address and municipality or town.
4. Answer the questions put to you.
5. Act according to the instructions given to you.
6. End the call only when you have been given permission to do so.

passing year and companies merge to form a new brand: these are just a few examples.

For more information visit a phone shop and see which one offers the best deal on phones and network solutions. The prices of new phones vary from 40 euro to several hundred euros, depending on the model and additional features.

You can either first buy a phone and then choose your operator freely or choose a phone-plus-airtime package. With a monthly charge, you can have a state-of-the-art cell phone and a certain amount of airtime. **Note:** most of the phone-plus-airtime packages are fixed term (cannot be terminated before the end of the contract) and the contracts are often up to 24 months.

If you have a smartphone (a phone with advanced computing capability and connectivity) you can also choose to have an internet connection on top of your airtime.

Some operators (e.g. Sonera, Kolumbus, Saunalahti and DNA) also offer **prepaid** subscriptions. To get started, buy a prepaid starting package, which normally costs round 20 euro and includes varying amount of airtime. The prepaid subscription's coverage area is the whole Finland, but you cannot usually make international calls. You can recharge your subscription with more airtime by purchasing

a refill voucher from a prepaid dealer. It is also possible to reload airtime from the Internet.

A word of warning!

Using the mobile phone for international calls in Finland can become very expensive: especially for the receiving person! The charge per minute can be several euros. Telephone calls are normally billed on one-month cycle and can add up to a large total - the first bill is usually a shocker! Use the phone wisely and remember to pay all bills due before you leave the country.

Calls from Finland

- Dial the international prefix (e.g. 00, 990, 994, 996 or 999)
- The country code (without the general prefix 0)
- The area code (without the general prefix 0 or to Spain without 9)
- The subscriber's number

Calls to Finland

To call Finland from abroad first dial the international prefix of the country you call from, second the country code to Finland (358), third the area code without the prefix 0, and fourth the subscriber's number.

Calls in Finland

To make an automatic call in Finland, the area code is used with the prefix 0. For number enquiries dial 118, please note that calling number enquiries is usually expensive.

Area Codes in Finland

02 Turku and Pori
03 Häme
05 Kymi
06 Vaasa
08 Oulu
09 Helsinki
013 North Karelia
014 Central Finland
015 Mikkeli

016 Lapland
017 Kuopio
018 Åland
019 Uusimaa
Mobile Phones: 041, 044, 045, 046, 049,
040, 050, 0400, 0500 and many more.
Cheap international calls on the internet

The cheapest way is to use your PC for calling. You must have a computer with a soundcard, microphone and loudspeakers. A more recommendable combination is a headset (headphones) with a microphone. One option is using Skype:
www.skype.com

Money and banking

If you are studying in Finland for a longer time it is advisable to open a Finnish bank account. Opening an account will be easier if you make some preparations **even before you leave your home country**. EU regulations regarding opening a bank account define that the following documents are usually needed in order to open a bank account:

- Your passport
- Residence permit card (if applicable)
- Finnish Personal ID number (if applicable, see page 46)
- A registration certificate from the university
- Reference letter from your own bank **in your home country/previous country of residence**. The Reference letter is a certificate, given by the bank that you have been using, of an existing, satisfactory customer relationship and taking care of matters on time. It is also a recommendation for establishing a customer relationship. The Reference letter should be written for the purpose of opening a bank account
- Bank account statements for the past 3 months from your own bank **in your home country/previous country of residence**
- An address in Finland

NB! The practice of opening a bank account varies according to bank and branch in Finland. Each case is decided individually by the bank. Also getting access to internet

banking usually takes two to four weeks after the account has been opened.

When you open an account, you will be given a bank card (automaattikortti), by which you can check your balance and withdraw money from ATMs (Automatic Teller Machines) in Finland: Otto (withdraw) machines are for withdrawing money and maksut (payments) machines are for paying bills. When a bank account is opened, most banks offer service packages for their customers. **Note:** Major credit cards are accepted throughout Finland.

Paying bills

In Finland bills are largely paid on the Internet on-line bank services or on bank transfers. You can move the money directly from your account to your billers with a transfer. **Note:** getting access to internet banking usually takes two to four weeks after an account has been opened.

Banks also have ATMs that can complete these transfers automatically, which cuts down considerably on bank time and charges. Even then, you are charged a few cents, but it is still much cheaper when compared to the option below. If you do not use the on-line service or a machine, bank-to-bank transfers are the most common way to pay your bills. These transfers, to pay, for example, your rent, can be made for fees that can be very high: the so-called processing fee can be as high as 8.00 euro! Check the rates with your bank! And use an ATM or the internet instead.

Money exchange

If you want to save, change your currency free of charge at Forex or a similar service. Three central locations in Helsinki are the Railway Station (Rautatieasema), the

Stockmann department store and Mikonkatu 11. In addition to Forex, there are several similar places operating along the same principles.

Schools and day care

There are some state run and private international schools and private international day care centres in the Helsinki area. Please contact the appropriate schools and day care centres for further information. Below are links to some relevant sites.

City of Helsinki Education Department

<http://www.hel.fi/www/ojev/en>

Day care and education

<http://www.hel.fi/www/helsinki/en>>

Daycare and education

English School

<http://www.eschool.edu.hel.fi>

Maunula Primary School

<http://www.hel.fi/hki/mauna/fi/In+English>

Ressu Comprehensive School

<http://www.hel.fi/hki/ressuy/en/Etusivu/>

International School of Vantaa

<http://www.edu.vantaa.fi/isv/>

International School of Helsinki

<http://ish.edu.hel.fi/>

Voting

You have to be a citizen of Finland to be able to vote in the Finnish presidential or parliamentary elections. In the EU (European Union) parliamentary elections, citizens of other EU countries have the right to vote in Finland. To be able to vote, you have to be over 18 years old and to have a registered municipality of residence (kotikunta) in Finland 51 days prior to the Election Day. You should contact your local register office for registration. A prerequisite for the right to vote is that you enrol with the voting register in Finland. In municipal

elections(kunnallisvaalit) citizens of other EU countries and

also citizens of other non-EU Nordic Countries (i.e. Iceland and Norway) have the right to vote under the same conditions as in the EU parliamentary elections. In municipal elections, also other residents besides citizens have a right to vote, if the persons in question are over 18 years old, have a registered municipality of residence 51 days prior to the Election Day and have lived in Finland for the minimum of two years.

For more information, please see

<http://www.vaalit.fi/en/index.html>

Climate and survival tips for winter

Climate

Finland's climate is milder than that of many other areas of the same latitude. However,

owing to the humid atmosphere and sea winds, it always feels colder in Helsinki than the temperature might suggest. Although the temperature may on some days exceed

even +30 degrees centigrade in the warmest summer months, in southern Finland the long-term average is between 14 and 18 degrees centigrade for July and between -6 and -13 degrees centigrade for February.

The annual precipitation in the south is about 700 millimetres. The ground is covered with snow three to five months in the south and up to seven months in the north. The average depth of the snow varies between twenty and eighty centimetres and lakes are frozen six months a year. During the summer, it never really gets dark, and in the north, the sun does not set. In the winter, the days are six hours long in the south, and in the north, the sun cannot be seen for two months (kaamos).

Some survival tips for winter

Clothing

Do not take chances with the winter cold! Warm winter clothing should not be considered a luxury. Seek advice from those familiar with the climate. Look for comfort and simplicity in clothing. In order to withstand slush, snow, sleet and rain as well

as the sand and salt used on icy sidewalks and roads, winter boots should be waterproof, warm, lightweight and stain repellent. Winter clothing essentials might include a down (or polyester) coat or parka, mittens or gloves, a wool hat or earmuffs and long underwear. Dressing in "layers" is advisable, since you will often move from well-heated buildings into the wet and cold and then back. In Finland all the houses have central heating and warm water is available around the clock.

Wind chill factor

Take into consideration the wind chill factor. High winds blowing on a cold day lower the temperature even further and a temperature of -20 degrees centigrade with a wind of 10 kilometres per hour (that is quite normal for Helsinki) feels like -25 degrees. Ears, fingers, toes or cheeks that have been exposed to freezing temperatures for even a short period may be severely damaged. If any part of your body should lack feeling or become pale or slightly blue, seek medical help immediately. Helsinki is a windy city - round the year!

Food and shopping

Student cafeterias

The cheapest meals in town are served in the 19 student UniCafe restaurants run by the Student Union. Show your Lyra Card to get the discount during the lunch time hours: normally between 10:30 am and 2:30 pm (these might vary). Check the UniCafe website for updates and menus: www.hyyravintolat.fi/en/ See appendix E for a Menu and grocery guide.

- **University Main Building**, Yliopiston päärakennus, Fabianinkatu 33
- **Porthania**, Yliopistonkatu 3
- **Olivia**, Siltavuorenpenger 5
- **Valtiotiede**, Unioninkatu 37 78

- **Rotunda**, University Library, Unioninkatu 36
- **Metsätalo**, Fabianinkatu 39
- **Topelias**, Unioninkatu 38
- **Ylioppilasaukio**, Mannerheimintie 3B
- **Biokeskus**, Viikinkaari 9
- **Chemicum**, A.I. Virtasen aukio 1
- **Kookos**, Haapaniemenkatu 6
- **Meilahti**, Haartmaninkatu 3
- **Ruskeasu**, Kytösuontie 9

Food at reasonable prices

In the shops mentioned below, you can buy food and everyday goods at reasonable prices. Many shops are also open on Sundays.

Alepa

Limited selection, reasonable prices.

K-shops/Citymarket

Good quality, reasonable prices: especially Pirkka label products.

Lidl

Good quality, reasonable prices, not the regular Finnish selection.

S-Market/Prisma

Good quality, reasonable prices: especially Rainbow label products.

Siwa

Small local shops with limited selection, reasonable prices. Some Siwas are open also on national holidays.

Valintatalo

Limited selection, reasonable prices.

Many others: look around!

Delicacies and special foods

Stockmann's Food Department

Aleksanterinkatu 52

Excellent selection, occasional bargains.

The traditional market halls

The small shops in traditional market halls sell local specialties as well as international delicacies, for more information, see:

<http://www.visithelsinki.fi/en/see-and-experience/shopping-in-helsinki/markets-and-market-halls-in-helsinki>

“The Kallio Bazaar”

The Hämeentie area of the Kallio District is known for its range of ethnic food stores. Some of them are listed on the following webpage:

<http://www.lintulaakso.net/kallionbasaari/luettelo.php>

Behnford's

City Center (Keskuskatu 6)

U.S. and U.K imports and others: Vegemite and Marmite available!

Tax free purchases

If you plan to study in Finland for a shorter time and would like to save money on some of your larger purchases, you can buy items tax-free at most department stores and some shops (Look for a "tax free for tourists" sticker on the door!). If you present a foreign passport, you will receive a slip, which will entitle you to a percentage refund upon leaving the country. Remember that the customs officials may ask you to produce the sealed items you declare for reimbursement.

Clothing and furniture

Here you can find tips for finding clothing to get through the three cold seasons (and the warm one, too). Furniture for reasonable prices can be bought at second hand shops and flea markets. Good places to start are the Recycling Centre (kierrätyskeskus) service points; you can find them online at www.kierratyskeskus.fi

There are also two Ikea stores near Helsinki in Espoo and Vantaa, for contact information and instructions on how to get there, see <http://www.ikea.com/fi> - Services in English.

For one-stop shopping, check out the shopping centres in Helsinki and the surrounding area.

Clothing and other things at reasonable prices

Tokmanni

Not the latest fashion, but cheap. Also sells household items. Vilhonkatu 5 (Kaisaniemi) Hämeentie 111 (Arabia) Insinöörinkatu 2 (Herttoniemi) Turunlinnantie 4 (Itäkeskus)

Anttila

Reasonably priced fashion and household items. Salomonkatu 13 (Kamppi) Itäkatu 3-5 (Itäkeskus)

Kodin1

Reasonably prized household items and furniture. Kaisaniemenkatu 5 (Kaisaniemi)

Seppälä

Reasonably priced fashion. Mannerheimintie 20 (Forum shopping centre) Urho kekkosen katu 1 (Kamppi shopping centre)

KappAhl

Reasonably priced fashion. Aleksanterinkatu 21 Mannerheimintie 20 (Forum)

H&M

Reasonably priced fashion. Aleksanterinkatu 48 Mannerheimintie 20 (Forum) There are dozens of others! Talk with your fellow students to find the best places to shop for clothes. Look for sales!

Department stores in the centre

Stockmann

Aleksanterinkatu 52, especially on the "Crazy Days" (Hullut päivät) in October and April.

City Sokos

Mannerheimintie 9

Shopping centres in the Helsinki area

Forum

Mannerheimintie 20 (Helsinki)

Kamppi

Urho Kekkosen katu 1 (Helsinki)

Itäkeskus

Itäkatu 1-7 (Helsinki)

Jumbo

Vantaanportinkatu 3 (Vantaa)

Sello

Leppävaarankatu 3-9 (Espoo)

Iso Omena

Piispansilta 11 (Espoo)

Second hand shops and flea markets

Helsingin kirpputorit

On this webpage are listed 80 flea markets all over Helsinki. A map is also available.

<http://www.kirpputorihaku.com/kirpputorit/helsinki>

UFF

<http://www.uff.fi/>

Fredrikinkatu 36

Hämeentie 4

Hämeentie 29

Iso Roobertinkatu 4-6

Mannerheimintie 104

Runeberginkatu 4 C

Turunlinnantie 12

Hietalahti flea market

At the west end of Bulevardi. Almost anything at reasonable prices, outdoors on the market.

Salvation Army Flea Market

Pelastusarmeijan kirpputori

<http://www.pelastusarmeija.fi/kirpputorit>

Helsinki

Koulutanhua 6

Malminraitti 1

Mannerheimintie 90

Vantaa

Laukkarinne 4 Liesikuja 1

Itäinen Valkoisenlähteentie 15 (outlet flea market)

Recycling Centre

(Clothes, furniture and other stuff)

Kierrätyskeskus

<http://www.kierratyskeskus.fi/>

Kyläsaarenkatu 8 (Large things!)

Kauppakartanonkatu 12

Kutojantie 3 (Espoo)

Rusthollarinkatu 1 (Espoo)

Hosantie 2 (Vantaa)

Libraries and cultural centres

Helsinki Metropolitan Area Libraries

The extensive services and collections of Helsinki Metropolitan Area Libraries are available to everyone and free of charge. The libraries form together the HelMet library network consisting of all the public libraries in the capital region. Customers have access to both national and international library networks and can very often find here materials that are unavailable, reserved or in use in the university libraries. You are never far from a public library; apart from the main library in Itä-Pasila, there are over 60 branch libraries in Helsinki, Espoo, Vantaa and Kauniainen

Library Services

To obtain a **HelMet Library card and user ID**, you need a valid identification card with your photograph and date of birth. In addition, you need to give your address in Finland. A HelMet Library Card can be used for borrowing books and other materials from the Helsinki, Espoo, Kauniainen and Vantaa City Libraries. In addition to lending books, public library services include information retrieval, newspapers and magazines, audio books, language courses and CDs, DVDs, Blu-Ray discs, console games, sheet music, recordings as well as e-books, e-magazines and other e-material.

More information:

<http://www.helmet.fi/elibrary>

The Helsinki City Library has more than one hundred thousand books in English and subscribes to over 200 newspapers and magazines in English. In some cases items may also be borrowed through the interlibrary lending service. In addition to free-of-charge workstations, you have access to several Finnish or foreign databases online. For opening hours and further information, see the web page of

Helsinki Metropolitan Area Libraries
<http://www.helmet.fi>.

Virtual Library

You can also use library services on the Web. From the website <http://www.helmet.fi> you get information about our service and happenings and you have access to the catalogue database of books and other materials. You can search for information; reserve items and renew your loans. <http://www.helmet.fi>. is also available via mobile phones <http://m.helmet.fi>

Pasila Library

Rautatieläisenkatu 8, Itä-Pasila
Entrance from Kellosilta 9
<http://helmet.fi/pasilalibrary>

The collection contains books, newspapers and magazines in several languages including more than twenty thousand books in English. As the Multilingual Library in Finland, the library has books in over 80 languages. The book stacks of HelMet Libraries are situated in Helsinki Main Library. Workstations for using internet, email and other software are also available, as well as a wireless net connection.

Rikhardinkatu Library

Rikhardinkatu 3
For opening hours and more, please see:
<http://helmet.fi/rikhardinkatulibrary>

The library contains a British Collection with material about Great Britain and its culture. This collection is a donation from the former British Council Library. In addition, the library's specialities include a large selection of Swedish fiction and books on the arts.

Library 10

Elielinaukio 2 G Main Post Office
<http://helmet.fi/library10>

The Library 10 is a combination of music and IT. The Library 10 has a collection of over 40 000 music recordings and a wide array of music books, sheet music and videos. The library also has magazines and newspapers in English, books on IT, publishing and media, countries and travelling. The library's well-equipped customer workstations can be used in processing images, sounds as well as videos. Also using your own laptop in the library is easy. In the **Audio-editing and Rehearsal rooms**, one can practice or record music. In **maker's space** you can use for example 3D-printer and vinyl cutter. **The Stage** functions as a venue for cultural performances, discussions, and other exhibits.

Library of the Parliament

Eduskunnan kirjasto

Aurorankatu 6

FI-00102 Eduskunta

library@parliament.fi

<http://www.parliament.fi/library>

www.facebook.com/Eduskunnankirjasto

www.twitter.com/Edarifi

The Library of Parliament not only serves the Parliament but also serves anyone who needs information concerning Parliament, law or society. The collections include domestic and foreign literature in the fields of law, social sciences and parliaments as well as materials on the European Union and the United Nations, the Council of Europe, the OECD and other international organisations. The Archive of Parliament is part of the Library of Parliament. Electronic information resources are available via the Library's website.

Centre for International Mobility (CIMO)

Kansainvälisen liikkuvuuden ja yhteistyön
keskus CIMO

P.O. Box 343

00531 Helsinki

Tel. +358 295 338 500

<http://www.cimo.fi> (CIMO)

<http://www.studyinfinland.fi/>

Are you interested in pursuing higher education studies or practical training in Finland? Do you wish to know more about scholarship opportunities in Finland? CIMO's web service www.studyinfinland.fi contains a database of English-language degree and non-degree programmes, information about Finland as a study destination, our higher education institutions, and practicalities concerning scholarships, admissions systems and living in Finland.

CIMO operates under the Finnish Ministry of Education. It administers scholarship and exchange programmes and is responsible for implementing EU education, training, culture and youth programmes at national level in Finland. CIMO also promotes and organises international trainee exchanges. In addition, CIMO advances teaching of Finnish language and culture in universities abroad.

Please note that in order to apply for trainee exchange programmes in Finland you have to contact the appropriate contact organisation in your home country. Please do not hesitate to contact CIMO's Information Services by telephone or e-mail for more information.

Fulbright Center

Hakaniemenranta 6

00530 Helsinki

Tel. +358 44 5535 286

office@fulbright.fi

<http://www.fulbright.fi/>

Information service Tietosilta is open for visitors by appointment.

The Fulbright Center offers several scholarship programs for Finnish and U.S. citizens for study, research and professional opportunities in the United States and Finland, and provides information and advising on studying in the United States and Canada.

Deutsche Bibliothek

German Library

Pohjoinen Makasiinikatu 7

00130 Helsinki

Tel. 09-669 363, fax 654 010

deutsche.bibliothek@kolumbus.fi

<http://www.deutsche-bibliothek.org/>

For up-to-date opening hours, please see the website of the Deutsche Bibliothek.

The German library has an extensive collection with volumes on German language literature, linguistics and study of literature and the history and geography of the German speaking countries. In addition, Deutsche Bibliothek has a German language Fennica collection.

Institut Français

French Institute of Finland

Kaapelitehdas C 2

Tallberginkatu 1 C 135

FI-00180 HELSINKI

Tel. 09-2510 210

kirjasto@france.fi

<http://www.france.fi/>

For up-to-date opening hours, please see the website of the French Institute of Finland.

The Institut français de Finlande offers a wide range of French courses for all levels and organises the international French language tests and diplomas TCF, DELF and DALF. The Centre also has a library and houses the Campus France agency that gives advice on studying in France

Istituto Italiano di Cultura

Italian Cultural Institute

Vuorimiehenkatu 11 B (Office)

Ullankatu 3 A 2 (Library)

00140 Helsinki

Tel. 09-68113321, fax 68113333

iichelsinki@esteri.it

<http://www.iichelsinki.esteri.it>

For up-to-date opening hours, please see the website of the Italian Cultural Institute.

The Italian Cultural Institute offers a wide range of Italian courses for all levels. Furthermore, it gives information about studying in Italy. The Institute also has a library.

Russian Centre of Science and Culture

Nordenskiöldinkatu 1

00250 Helsinki

Tel. 09-436 0040, fax 09-444 784

helsinki@ruscentre.org

<http://fin.rs.gov.ru>

For up-to-date opening hours, please see the website of the Russian Centre. The Russian Scientific and Cultural Centre offers information on various aspects of today's Russian life. It also organizes cultural and scientific exhibitions, concerts etc. The Russian Centre of Science and Culture also has a library and offers language courses for students of all levels.

Caisa

International Cultural Centre

Helsingin kansainvälinen kulttuurikeskus

Caisa is an International Cultural Centre in the heart of Helsinki. Caisa's main goal is to support the multicultural development of the city by promoting the interaction of people from various cultures, and by providing information to all its visitors about different cultures as well as about Finnish society. Caisa organises events open to the public, such as cultural festivities and evenings, discussion forums, exhibitions and concerts. Caisa also provides for its visitors free access to the Internet in the Caisa's ITworkroom.

Entrance via Mikonkatu 17 C or

Vuorikatu14 or Kaisaniemi metro station

Postal address P.O. Box 4771, 00099
Helsinki City
Tel. 09-310 37500 (information)
Fax 09-310 37511
caisa.tiedotus@hel.fi
www.caisa.fi/

Mon-Fri 9:00am - 6:00pm and during events

Please also check out INFOPANKKI at www.infopankki.fi, a web-based service, which provides information and links in 14 languages to most areas of life in Finland.

Familia

Multi-cultural Association Familia Club Ry

Open on weekdays from 9:00am to 4:00pm, Familia offers a unique opportunity to meet people from different parts of the world and learn about various cultures and customs. The club arranges club nights, courses (e.g. Finnish language courses), Play Groups for Children, cultural evenings, discussion groups, group outings etc.

Monikulttuuriyhdistys Familia Club ry
Yrjönkatu 29 A, 4th floor
00100 Helsinki
Tel. 044 7738 628
familia@familiaclub.fi
www.familiaclub.fi

Leisure activities

Check

For what's going on in the City of Helsinki:

<http://www.hel.fi/www/Helsinki/en/culture/>

For various attractions:

www.visitfinland.com

For Finnish Art:

<http://www.kansallisgalleria.fi/en/>

Tourist and traveller information

Helsinki city tourist & convention bureau

Pohjoisesplanadi 19

Tel. 09-3101 3300

tourist.info@hel.fi

www.visithelsinki.fi

Espoo tourist information

Visit one of Espoo's Citizen's Offices for tourist information, for more information, see: <http://www.visitespoo.fi/tourist@espoo.fi>

Vantaa tourist information

Citizen's Offices in Tikkurila and in Myyrmäki provide information about tourism in Vantaa and adjacent areas:

Vantaa Info, Myyrmäki

Myyrmäkitalo, Kilterinraitti 6

01600 Vantaa

Tel. 09 8393 5455

Vantaa Info, Tikkurila

Dixi, Ratatie 11, 2nd floor,

01300 Vantaa

Tel. 09 8392 2133 Tel. 09 8392 3086

vantaa-info@vantaa.fi

<http://www.vantaa.fi/en/tourism>

Concerts

There are two major event sites Lippupalvelu and Tiketti that provide you with tickets for concerts, summer festivals, entertainment, cultural events and sporting events in the city. You must register for membership to reserve tickets on-line. You can see the monthly programme available at their webpages. Show your student card for possible student discounts.

Lippupalvelu: www.lippupalvelu.fi

Tiketti: www.tiketti.fi/

Lippupiste www.lippu.fi

Theatres

Kansallisteatteri

Finnish National Theatre
Läntinen Teatterikuja 1
Tel. 010 733 1331 (tickets)
www.kansallisteatteri.fi

Helsingin Kaupunginteatteri

Helsinki City Theatre
Ensi linja 2
(tickets from Lippupiste)
www.hkt.fi

Svenska Teatern

Swedish-speaking Theatre
Norra Esplanaden 2
Tel. 09-6162 1411 (tickets)
www.svenskateatern.fi

Lilla Teatern

Plays mostly in Swedish
Eriksgatan 2
Tel. 09-3940 310 (tickets)
www.hkt.fi/lillateatern/

KOM-teatteri

KOM Theatre
Kapteeninkatu 26
(Tickets from Lippupalvelu)
www.kom-teatteri.fi

Ryhmäteatteri

Pengerkatu 11 and Helsinginkatu 25
(Tickets from Lippupalvelu)
www.ryhmateatteri.fi

Ylioppilasteatteri

Student Theatre
Aleksanterinkatu 23
Tel. 045 348 1555 (tickets)
www.ylioppilasteatteri.fi

Q-Teatteri

Q-Theatre
Tunturikatu 16
Tel. 09-4542 1333
www.q-teatteri.fi

This list is by no means exhaustive. For more information on theatre performances in Helsinki and elsewhere in Finland, please see www.tinfo.fi

Opera

Finnish National Opera

Helsinginkatu 58
Tel. 4030 2211 (tickets)
www.ooppera.fi

Museums and art exhibitions

Helsinki City Museum

Sofiankatu 4 (Office)
Tel. 09-310 36630
www.hel.fi/hki/Museo/en/Etusivu

Helsinki City Museum has various divisions at different addresses with varying opening hours (see the Museum's website for details and opening hours), such as:

- Burgher's House
- City Museum
- Hakasalmi Villa
- Sederholm House
- Tram Museum
- Worker Housing Museum

The admission to all museums and exhibitions of the Helsinki City Museum is free.

Helsinki Art Museum

<http://www.hel.fi/hki/Taimu/fi/Etusivu>

The Helsinki City Art Museum has its exhibition space in the Tennis Palace (Tennispalatsi). In addition to holding exhibitions, the Museum operates as the regional art museum for Uusimaa, maintains the Kluuvi Gallery and looks after and augments the City of Helsinki's art collections.

These collections also include the city's public works of art.

Art Museum Tennis Palace

Salomonkatu 15
Tel. 09-310 87001

For up-to-date opening hours, please see the website of Helsingin taidemuseo.

Public Art

There are about four hundred outdoor sculptures, environmental works and historical monuments in Helsinki. The oldest works date from the late 19th Century, and there are some individual monuments of an even earlier provenance.

National Museum of Finland

Mannerheimintie 34
Tel. +358 40 128 6469 (ticket office)
kansallismuseo@nba.fi
www.nba.fi/en/nationalmuseum

Tue-Sun 11:00-18:00, Mon closed

The museum presents Finnish life from prehistoric times to the present.

Amos Anderson Art Museum

Yrjönkatu 27
Tel. 09-684 4460
museum@amosanderson.fi
<http://www.amosanderson.fi/>

For up-to-date opening hours, please see the website of Amos Anderson

The Amos Anderson Art Museum specialises in 20th century Finnish art. It also arranges a large number of exhibitions on special themes, covering both contemporary and more traditional art. Most of the dozen or so special exhibitions held every year concern the visual arts, but applied arts and cultural history are also covered.

Finnish national gallery

www.fng.fi/

The Finnish National Gallery is the largest art museum organisation in Finland and a national cultural institution. The main units of the organisation are the Ateneum Art Museum, the Museum of Contemporary Art Kiasma, the Sinebrychoff Art Museum, and the Central Art Archives.

Ateneum – Museum of Finnish Art

Kaivokatu 2
Tel. +358 294 500 401
www.ateneum.fi/

Ateneum houses large collections of both old and modern art. The Art Museum of the Ateneum includes Finnish art from the 18th century to the 1960s as well as foreign works of art from the latter half of the 19th century to the 1960s (van Gogh, Gauguin, Munch, etc.)

Sinebrychoff – Museum of Art

Bulevardi 40
Tel. +358 (0)294 500 460
www.sinebrychoffintaidemuseo.fi/

Kiasma - Museum of Contemporary Art

Mannerheiminaukio 2
Tel. +358 294 500 200
www.kiasma.fi/

Central Art Archives

Kaivokatu 2 tel.
+358 294 500 200
www.fng.fi/

The Central Art Archives is a diverse information centre for visual arts that collects and stores materials related to Finnish visual arts in particular.

For up-to-date opening hours of the units of the The Finnish National Gallery, please see their respective websites.

Finnish Science Centre Heureka

Kuninkaantie 7
Tel. 09-85 799
Tikkurila (Vantaa)
www.heureka.fi/

Opening hours vary; please see the centre's website for up-to-date information.

What else?

For more information on smaller and unique museums, contact the Helsinki City Tourist & Convention Bureau, Pohjoisesplanadi 19 (see above). There are excellent museums also in Espoo, Järvenpää, Kerava, Tuusula and Vantaa. For more information, contact the local tourist offices. For suggestions, see <http://www.museot.fi/>

Movies

All films are shown in the original language with Finnish and/or Swedish subtitles. The majority of films are foreign with a high percentage of Hollywood features. A weekly programme is available in every cinema. Prices vary from 7.50 to 17.50 euro. Matinee showings tend to be cheaper.

Finnkino – the largest chain of movie theatres in Finland, several locations in the Helsinki Region <http://www.finnkino.fi/>

Orion

Eerikinkatu 15

<https://kavi.fi/fi/ohjelmisto>

A movie theatre run by the National Audiovisual Archive that screens independent and classic films in their original language. Tickets can be bought from the box office or online. The box office opens a half an hour before the first show.

Kino Engel

Sofiankatu 4

<http://www.cinemamondo.fi/kino-engel/>

A movie theatre run by Cinema Mondo that screens films from around the world. As a speciality there are outdoor shows during summer time.

Dubrovnik & Kino Eerikinkatu 11 Tel. 0201751620 <http://andorra.fi/>

Movie theatres run by the Andorra Culture and Entertainment Center are used for movie showings during most of the movie festivals and events in Helsinki.

This list is by no means exhaustive. For more information on movie theatres in Helsinki area search online.

Movie Festivals

There are several movie festivals and clubs in the Helsinki Region throughout the year. Below is a list of the largest ones and you can search online for more options!

Rakkautta ja Anarkiaa

Love and Anarchy is an international movie festival that seeks to screen films that would otherwise not be seen in Finnish theatres.

<http://hiff.fi/en/>

DocPoint

DocPoint Helsinki is one of the largest documentary film festivals in the Nordic countries. In Finland, it is the only festival solely dedicated to documentary films.

<http://docpoint.info/en>

Espoo Cine

The Espoo Cine International Film Festival is concentrated on new European movies with yearly around 100 movies on show.

<http://www.espoo.cine.fi/>

Season Film festival

Season is an international movie festival that holds a special place for films with a focus on women's issues, female filmmakers and actresses, as well as films that question gender roles as a whole. Season also includes the Fashion Film Festival which shows a wide range of movies for fashion lovers. <http://www.seasonfilmfestival.fi/>

CINEMANIA

is your guide to the wide ranging film festivals and movie events in the Capital Region. You can see various movie events on their webpages and like CINEMANIA on Facebook. The printed guide is also in free

distribution in libraries, bars and cultural venues around Helsinki.
<http://www.cinemaniamania.fi/english/>

Outdoors activities

Vast areas of forest and waterways as well as traditional public rights of access provide excellent opportunities for enjoying the great outdoors. The term "public rights of access" refers to specific rights everyone has when moving about no matter who owns the land in question.

Everybody has the right to

- Walk, ski or cycle freely in the countryside, except in gardens, in the immediate vicinity of people's homes, and in fields and plantations which could easily be damaged.
- Stay or set up camp temporarily in the countryside, a reasonable distance from homes.
- Pick wild berries, mushrooms, and flowers, as long as they are not protected species.
- Fish with rod and line.
- Row, sail or use a motorboat on waterways, with certain restrictions; swim or wash in inland waters and the sea.
- Walk, ski and fish on frozen lakes, rivers and the sea.

It is forbidden to

- Disturb other people or damage property.
- Disturb breeding birds, or their nests or young.
- Disturb reindeer or game animals.
- Cut down or damage living trees, or collect wood, moss or lichen on other people's property.
- Light open fires on other people's property, except in an emergency.
- Disturb the privacy of people's homes, by camping too near them, or making too much noise, for example.
- Leave litter.

- Drive motor vehicles off road without the landowner's permission.
- Fish or hunt without the relevant permits.

Related sites

Collection of sports and outdoors opportunities in Helsinki

<http://www.hel.fi/www/helsinki/en>

The green areas of Helsinki

<http://www.hel.fi/www/helsinki/en/housing/nature/nature-green-areas>

Outdoor recreation in Helsinki

www.hel.fi/hki/liv/en/Recreation

Outdoors recreation in Espoo

http://www.espoo.fi/en-US/Culture_and_sport/Outdoor_Recreation

Everyman's rights in Finland

<http://www.outdoors.fi/en/hikinginfinland/rightsandregulations>

Restaurants and coffee shops

In Helsinki, there are hundreds of restaurants licensed to sell alcohol as well as dozens of coffee shops. The restaurants range from small, intimate eating stops to conference and congress centres and crowded pubs. Bar and restaurant guides list some choices, but ask for local advice or wander around and you may find places far more fascinating than those listed. Tipping is not common in Finnish restaurants and nightclubs, although it is standard that cloakroom attendants expect 2 to 5 euro for taking your coat.

Eat.fi

A good way to locate restaurants and coffee shops is to use the eat.fi website which offers information of almost all the restaurants in Helsinki area. On the site you can find contact informations of restaurants, locations on map and reviews by other customers <http://eat.fi/en/helsinki>

Restaurant day

Restaurant Day originated in Helsinki, in May 2011 and it happens four times a year, about every three months. On Restaurant Day anyone can set up a restaurant or café for a day. It can be anywhere: at your home, at the office, on a street corner, in your garden or inner courtyard, at a park, or on the beach – only your imagination is the limit! More information about Restaurant Day online <http://www.restaurantday.org/>

Refreshments

All alcoholic beverages, except medium strength alcohols (max. 4.7% alc.), are sold exclusively in ALKO shops. Mild alcoholic beverages (wines and strong beer and cider) are sold to 18-year-olds, but to buy spirits you have to be 20. Be prepared to show your ID. Alcohol in Finland is either quite or extremely expensive (depending where you come from...). However Alko's selections are very wide, the service very professional and you can for example find high quality imported wines and beers that you might not find anywhere else. More information at Alko webpages <http://www.alko.fi/>

Appendix A: From student to students: TSEMPPI's survival guide for new international students and researchers

The following is a guide to the things you will need to do before and after you arrive in Helsinki. It was written by members of Tsemppi, the organization for internationally-minded students and researchers. We hope this gives you useful information about living and studying in Helsinki, and we look forward to seeing you at our events offered all year round.

Please note that you should also check the university's studying pages as they provide you with official and essential information about other matters when starting your studies at the University of Helsinki. There are also several useful manuals, which you may have received during Orientation Week. You can also find some useful resources on the University of Helsinki Orientation website: <https://university.helsinki.fi/en/studying/new-students/orientation-and-welcome-fair>

Things to do before you arrive:

1. Find TSEMPPI on Facebook and Visit our blog

Moving to another country and starting your studies at a new university is a great adventure, but you might face some challenges on the way. Remember, you're not alone! There have been others who have gone through the same process as you; they can provide support and help you get settled in!

We at Tsemppi help new international students adjust to life in Finland and to get involved at the university as quickly and smoothly as possible. There are also other people and institutions that provide assistance, from your study coordinator, to the student union and other student organizations. While you might get to know them in time, we're here to help with any problems you might have from the beginning! You can get the latest updates

about what's going on with Tsemppi and Tsemppi PhD through our Facebook groups: Tsemppi:

<http://www.facebook.com/groups/Tsemppi/>

Tsemppi PhD:

<http://www.facebook.com/groups/TsemppiPhD/>

The 'Tsemppi' group is intended for all, and the 'Tsemppi PhD' group concentrates more on doctoral students and postdoc researchers. You can also find information about us on our official blog: <http://blogs.helsinki.fi/tsemppi-hy/>

2. Arrange housing

The Foundation for Student Housing in the Helsinki Region (HOAS) owns quite a bit of real estate in the Helsinki area. They offer affordable housing to students, including single/shared/family apartments and studio flats.

Note: You should do this as early as possible! It may take some time for HOAS to find accommodations for you, and they work on a first come first serve basis. For more information about their apartments and the application process, go to the HOAS website: <http://www.hoas.fi>

While HOAS is by far your best bet, it is also possible to find apartments on the private market. You can either sublet from an individual apartment owner, or rent from a rental agency. Contract length and terms depend on particular agreements. You'll find both open-ended month-to-month and longer term one or two year contracts. But beware! It can be very difficult to find housing on the private market. Most apartments in Finland are owner-occupied and the Helsinki market is extremely competitive!

Another very convenient option is to look for a room in a shared apartment. If you are looking for a room to

rent or a flatmate to share the costs of a bigger flat join the Facebook group for student apartments: <https://www.facebook.com/groups/112489548797522/>

Remember that if you are offered a place to rent, DON'T TURN IT DOWN thinking that you will probably find something better; in all likelihood, you will not find another place right away and having a roof is essential in a country where temperatures get well below zero in the winter.

3. Mandatory health insurance

Health insurance is now mandatory for international students, for more information about exactly what type of insurance is required for you, check the following link: <https://university.helsinki.fi/en/studying/new-students/before-arrival#health-insurance>

4. Get your student ID card

With the official student card you'll be able to prove your student status whenever it is needed. For example, you'll need to show it to get student discounts in numerous shops and businesses in Finland. It also serves as your library card and provides a convenient payment system for the UniCafe student cafeterias. You'll be using it a lot, so be sure to order one! You can order your card from the student service website: <https://frank.fi/en/student-card/>

Keep in mind that there are thousands of students ordering the card once the semester has started and make sure to order it as soon as you have paid the student union's membership fee. Being a member of the student union is not mandatory if you are an exchange student or PhD student, but it brings many benefits, not the least health care in the student union's health services (for all except PhD students, sorry!), which is definitely a big plus.

You'll need to have paid the student union's membership fee, and submit a digital photograph. The card costs about 15 euros and you'll need internet banking or Visa/MasterCard to pay for it.

The cards will be ready in late- September/early-October. Once your card is ready (they will send you an email to let you know), you can pick it up from the Student Union's central office in the New Student House (Finnish: Uusi ylioppilastalo or just Uusi), Mannerheimintie 5A, 2nd floor. More information about the card and how to use it can be found at: <http://myfrank.fi>

5. Pack warm clothes

The average temperature in Helsinki in September is between 8 and 15 degrees Celsius - and it only gets colder from there! But no worries, there are plenty of stores where you can buy warm clothes, secondhand and new. And of course, it is not always cold! Summer in Helsinki might be short, but it is warm and beautiful. More information about the weather in Helsinki can be found on the English pages of the Finnish Meteorological Institute: <http://en.ilmatieteenlaitos.fi/>

Things to do once you arrive in Helsinki:

1. Get a Finnish identification number

Foreign citizens who study in in Finland for at least three months should apply the same kind of personal identity code as Finnish citizens have. The personal identity code is used for identification purposes in banks, hospitals, schools, institutions, by various authorities etc.

Citizens of non EU/EEA member states

When you apply for a residence permit, please ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code already before arrival, which will make your life in Finland easier.

Citizens of EU/EEA-member states, Liechtenstein and Switzerland

When you register your right to reside in Finland at the local police station, please ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code, which will make your life in Finland easier.

For details, please see:

http://www.poliisi.fi/licences_and_permits_f
[or foreigners/eu the european union](http://www.poliisi.fi/licences_and_permits_f)

Citizens of Nordic countries

Visit the local register office (maistraatti) and ask to be registered in the Finnish Population Information System. By doing so, you will receive a Finnish personal identity code, which will make your life in Finland easier.

For details, please see:

http://www.maistraatti.fi/en/Services/place_of_domicile_and_population_data/

2. Get a Helsinki travel card

To avoid unnecessarily high transportation costs, it's important to get a Helsinki travel card as soon as possible. There is a reduced rate for Helsinki residents, as well as for students (though the latter doesn't apply to doctoral students).

You will receive a special form with a university stamp at the Welcoming Fair. Take this to the Helsinki Region Transport (HSL, Helsingin Seudun Liikenne) service point under the main railway station. Bring your passport, and if you already have it, proof of your registration in the population system and your Finnish ID number. In order to get the travel card, you need to live in Helsinki, Espoo, Vantaa, Kirkkonummi, Sipoo or Kerava. When you go to get your card you'll need to have a valid address in one of these cities. The card costs 5 euros.

If you plan to travel regularly outside of Helsinki city limits, and want to pay with time, you should ask for regional (seutu) time when loading your card. It's more expensive, but you will need this option if you live in Espoo or Vantaa. If you are using money instead of time, press number 2 to buy a single ticket for the whole region. As a rule of thumb, if you take public transit to school each day then paying by time is a much better deal, but if you mostly walk to the university then it may make more sense to load money onto your card and only pay per use. For more transportation related information check out the Helsinki Region

Transport (www.hsl.fi) and the public transit Journey Planner (www.reittiopas.fi).

3. Get a bank account

Once you have your Finnish ID number, you should apply for a bank account as soon as possible, as electronic payments are used heavily (read: almost solely) in Finland. You will find banks throughout downtown, the largest being Nordea (www.nordea.fi), Danske Bank (www.danskebank.fi) and Osuuspankki (www.osuuspankki.fi). For more information see page 67.

Most often when you open a basic checking account, the bank will provide you with a Visa-Electron card – a debit card you can use to access your account at businesses in Finland and a few other European countries.

4. Get a mobile phone

In Finland your phone and your operator contract are separate, so you buy your own phone and are generally free to move between operators at will. If you are not bringing a mobile phone with you, you'll find many places to buy phones throughout downtown, for example in the shopping complex around the Old Student House (Finnish: Vanha Ylioppilastalo). Be sure to also ask about used phones. You should browse the different operators for the best contract deals. If you don't already have a phone, many operators offer package deals that include a phone. You can check the websites of the main mobile phone operators in Finland: -

Telia-Sonera: www.sonera.fi

DNA-Finland: www.dna.fi

Saunalahti: www.saunalahti.fi

Elisa: www.elisa.fi

Another option is to buy a prepaid SIM card. R-Kioski shops sell a variety of prepaid cards; it's worth taking a bit of time and talking to the shop-keeper about the Appendix A different cards (DNA, Elisa, etc), since they charge different rates per minute..

5. Stock your fridge

Most grocery stores in Finland belong to one of two large retailing cooperations. The S-group operates a number of super markets

in and around Helsinki: Alepa (a small store with long opening hours), Smarkets (slightly larger), and Prisma (the Sgroup's hypermarket). The other main retailing group is the K-group. They operate K-markets of all sizes - from one to four Ks, indicating the size of the store. A quadruple-K market is also known as a CityMarket. The K-group also operates the more general department store Anttila.

A good option for cheap toiletries and household supplies is Tokmanni, which is located in the Itäkeskus Shopping Centre and in the Kaisaniemi metro station. If you would like to buy rare foods and delicacies, visit Stockmann Herkku under Stockmann, which is rather pricy but a high quality place. The area around Sörnäinen (two metro stops east from Kaisaniemi) has a good selection of shops for ethnic groceries. For lower prices and slightly different selection of food, Lidl is also a good option, located for example in Kamppi and Sörnäinen.

6. Health care

The Finnish Student Health Service (FSHS, or YTHS in Finnish) covers all undergraduate and graduate students, including exchange students (provided they are members of the student union), who have a valid student card, which entitles you to care from the Finnish Student Health Service. Unfortunately, doctoral students are not covered. Most basic health requirements, including dental care, are offered. You will have to pay a small deductible for many of the services. For more information about health care services, locations, and coverage, check the FSHS website: www.fshs.fi/en

Emergency treatment and hospital care are not covered, and we recommend that you obtain additional coverage for these. Students from EU/EEA countries and Switzerland should bring a European Health Card or an E106 form, proving that they are covered by the health care system of their own country. They will then be entitled to the same health care benefits as Finnish citizens. Students from

outside the EU/EEA need to have private health insurance.

7. Apply for a KELA card

If studying is not the only reason you've come to Finland (for example, if you have a family, a job contract of more than four months, or you have Finnish citizenship), you should apply for a KELA card, which entitles you to many different benefits, from community health care to (in some cases) monthly study allowances. For eligibility requirements and benefit details, check their website: www.kela.fi

8. Sign up for Finnish classes

Some faculties might require you to complete a certain number of credits of Finnish language studies. Even if they don't, Finnish is crucial if you eventually decide to seek work in Finland. We're not kidding -- without Finnish language skills, finding even a part-time job is can be a major challenge! Registration usually takes place during the first two weeks of September and the courses are divided between different types of students (exchange, International Master's students, etc.). Check the web pages of the faculty for more information: <http://www.helsinki.fi/fus/studying/finnishforinternationalstudents.html>

Please note that, generally, you have to register for Finnish classes. Even though it might be possible to join a Finnish class even without having registered beforehand, it is strongly recommended to do so as classes fill up quickly and those having registered are given priority over those simply showing up to first class.

If you miss the registration period, or if all the classes are full, it should still be possible to make some arrangements. Degree students are usually given priority when registering for Finnish classes required for their degree. A good idea is just to go to the class anyway and try your luck, since there are always a number of people who don't show up or drop out.

9. Get the most out of the orientation week

Attend the mandatory Orientation Course for new international students (at the end of August or the beginning of September - your welcome pack will have more detailed info about the time and place). Although the course is intended for undergraduate/graduate students, doctoral students new to Finland may also find it worthwhile. The course provides you with valuable information about all the official procedures at the University, and where to go if you need help finding more information. Not only that, but you get credits for attending, which in some of the Master degrees is required for the degree.

You should also participate in a tutor group. You will be placed in a group according to your faculty, and your tutor will show you around and explain how things really work! It's a great opportunity to get to know both new and old students from your faculty/department. While you could look up some of the information you'll get, there's a lot that you can only get from other students!

10. Come to Tsemppi's first events of the year

The program of Tsemppi's first meeting of the year will be packed with especially useful information for new international students. Be sure to join us, and get to know other internationally-minded students and researchers! The Tsemppi Welcome party is also worth checking out, it's a good place to meet both the new international students and the older members of Tsemppi. More information about the Tsemppi program will be posted in late summer. For location and program details please check the Tsemppi blog <http://blogs.helsinki.fi/tsemppi-hy/> or our Facebook page <http://www.facebook.com/groups/Tsemppi/>

11. Contact your Faculty/Department's Student Organisation

You should ask your tutor or advisor about getting in touch with your department's student organization. Most organizations

have a website and mailing list where they post information about what's going in the department, for example, special classes, conferences, department events/parties, and traineeships. At the moment a lot of the information is only in Finnish, but some have posted some in English too and most organizations have someone responsible for international students.

They can also help you get a pair of overalls (Finnish: haalari), the 'official' party uniform of all Finnish students. Your department's organization is also a great place to start meeting fellow Finnish students! For a list of faculty and department organizations, and their websites, check the HYY website: <http://hyv.helsinki.fi/index.php>. And if you find organizations from your department or which match your interests, remember to sign up for their mailing list. This way you will automatically receive information about their events!

12. Get your IT-account and email address

Students at the University of Helsinki are provided with an IT account and email address. You should go to Welcome Fair on the 26th -28th of August or 14th - 15th of January, or if you arrive after that, the IT service point in the Kaisa Library and sign up for your account. You will be given a user name and password that you can use to access university computers and your email account. Information about the IT service point and opening hours can be found at: http://www.helsinki.fi/helpdesk/eng/contact/service_desks.html

13. Get your night-access key

A number of the University's computer labs, including Aleksandria in the city centre, are available for use after-hours. In order to get access to these facilities, you need a magnetic access key. For more information on getting a key: <https://flamma.helsinki.fi>: Directory and services » Staff services » Information technology » Services for teaching and research » Computer laboratories

14. Get a gym subscription

The University of The University of Helsinki provides excellent sports facilities and classes to its students for very reasonable prices. Access to the University's gyms and Appendix A various activities/classes (e.g., aerobics, salsa dancing, squash, yoga) for an entire year costs 100 Euros. For this price you get an unlimited access to the gyms and classes. You can also pay for shorter time periods.

The University Sports Service (Unisport) has facilities in all four of the University's campuses: the City Centre, Kumpula, Viikki and Meilahti. The opening hours for the different facilities are different on each campus. Opening hours and class schedules can be found on the English pages of the University Sports Services website: <https://unisport.fi/>

In order to participate in the classes and use the facilities, go to one of the sport centres in any of the campuses and sign up. Once you've paid, they will give you a sticker to put on your student card, or, if you don't have it yet, a separate card. There's a computer close to entrance of the sport centre. Before going to gym, you will have to scan your card at the computer and select what activity you'll be participating in. For the individual and group sport classes you can register in advance. Using the same user name and password that you use for your email account, you can register for sports classes online on their website. You can also register at any of the sport centres, at the counter. Note, if you don't participate in the class you registered for you will be charged a fee, so remember to cancel in advance if you can't make it to the class!

ONCE YOU'VE SETTLED IN

1. Find out what's going on in Finland and the world

Once you've taken care of all the very important things mentioned above, you may want to look for some English language news and entertainment. The following is a short list of English language media in Finland

- YLE News in English: <http://www.yle.fi/uutiset/news/>
- Helsinki Times: www.helsinki-times.fi
- SixDegrees English Language Magazine: <http://www.6d.fi/6d/>
- Latest Finnish news in English <http://finlandtoday.fi2/>

2. Get involved with student organizations

Besides the faculty and department organizations mentioned above, the Student Union (Helsingin Yliopiston Ylioppilaskunta, aka HYY) has dozens of organizations for students with common interests, including a number of internationally-oriented groups. The following is a list of some of the Student Union's international organizations: -

- Tsemppi: <http://blogs.helsinki.fi/tsemppi-hy/>
- AIESEC: <http://aiesec.fi/hy>
- AEGEE: www.aegee-helsinki.org
- ISHA - International Students of History Association: <http://blogs.helsinki.fi/ishahelsinki/>
- CISSI - Committee of International Social Scientists: www.facebook.com/internationalcissi
- University of Helsinki Debating Society: www.helsinki.fi/debating.org
- HYKY - Helsinki's Youth and Student UN Society: www.helsinki.fi/jari/hyky
- CSSAUH - Chinese Students and Scholars Association of Espoo: <http://sites.google.com/site/cssa-espoo/>
-

A full list of the Student Union's organisations can be found at: <http://hyy.helsinki.fi/en/organisations/hyys-organisations/international-organisations>

3. Renew your residence permit

If you're from outside the EU, you'll need to renew your residence permit for each year of your studies. Foreign (non-EU/EAA) students staying more than 3 months need

to renew their visa, which is usually only valid for one year at a time. Processing the renewal application may take 4-6 months, so the application should be filed well before the old visa expires. Your passport will remain with you while the application is processed. To renew your visa, you'll need:

- A valid passport.
- Proof of 6000 euro in your bank account or a certificate from your sponsoring organisation demonstrating financial support for the next year.
- A registration certificate (Finnish: opiskelutodistus), which you can get from Student Services in the main building.
- A completed application form for a residence permit for studies (OLE_OPI).
- Proof of progress in studies – e.g.,

transcript or letter from supervisor.

- Applications can be made at the Immigration Police Offices (Pasilanraito 11, Länsi-Pasila, Building 2). There is a queue for EU citizens on during the weekdays from 12:40 to 3:15 pm. Non-EU citizens must make an appointment.

- Several months after applying, call the police to check on the status of your visa (they will not call you). If it's ready, you can go and pick it up.

We are looking forward to meeting you!

TSEMPPIÄ!

Appendix B: List of abbreviations

a	(approbatur)	=	= grade
aman.	(amanuenssi)		= amanuensis
ass.	(assistentti)		= assistant
aud.	(auditorio)		= auditorium
cl	(cum laude approbatur)		= grade
dos.	(dosentti)		= docent
h	(huone)		= room
ke	(keskiviikko)		= Wednesday
kh	(kollokviohuone)		= colloquium room
kk	(kuukausi)		= month
kl	(kevätlukukausi)		= spring term
ko	(koulutusohjelma)		= degree programme
krs	(kerros)		= floor
ks	(kielistudio)		= language lab
l	(laudatur)		= grade
L	(luento)		= lecture
la	(lauantai)		= Saturday
leht.	lehtori)		= lector, lecturer
lk	(lukukausi)		= term, semester
ls	(luentosali)		= auditorium
lkv, lv	(lukuvuosi)		= academic year
ma	(maanantai)		= Monday
ov	(opintoviikko)		= (old Finnish) credit
op	(opintopiste)		= (ECTS) credit
pe	(perjantai)		= Friday
pv	(päivä)		= day
R	(ryhmäopetus)		= teaching in a group
rh	(ryhmätyöhuone)		=working group room
sh	(seminaarihuone)		=seminar room
sl	(syyslukukausi)		=autumn term
sl+kl	(syys- ja kevätlukukausi)		= autumn and spring term
sl/kl	(syys- tai kevätlukukausi)		= autumn or spring term
su	(sunnuntai)		= Sunday
sv	(suuntautumisvaihtoehto)		= line of study
t	(opetustunti)		= teaching hour
ti	(tiistai)		= Tuesday
to	(torstai)		= Thursday
tuntiop.	(tuntiopettaja)		= teacher
vk	(viikko)		= week
vs, vsn	(viransijainen)		= (official) substitute
vt	(viikkotunti)		= hours per week
vt.	(virkaatekevä)		= acting
Y	(yleisopinnot)		= general studies
yliaass.	(yliassistentti)		= senior

Appendix C: Addresses of some university locations

A	(A-building) Latokartanonkaari 9, Viikki
B	(B-building) Latokartanonkaari 7, Viikki
Biocenter 1	Viikinkaari 9, Biokeskus 1, Viikki
Biocenter 2	Viikinkaari 5, Biokeskus 2, Viikki
Biocenter 3	Viikinkaari 1, Biokeskus 3, Viikki
C	(C-building) Latokartanonkaari 5, Viikki
Chemicum	A.I. Virtasen aukio 1, Kumpula
D	(D-building) Latokartanonkaari 11, Viikki
E	(E-building) Latokartanonkaari 3, Viikki
ECO	Economicum, Arkadiankatu 7
EE	(EE-building) Agnes Sjöbergin katu 2, Viikki
Exactum	Gustaf Hällströmin katu 2 B, Kumpula
F (+ number)	Fabianinkatu
HR	Hallintorakennus = Administration Building
HYY	Mannerheimintie 5A = New Student House
Infocenter	Viikinkaari 11, Infokeskus Korona
K6	Kirkkokatu 6, Tieteiden talo
P (+ number)	Porthania = Porthania, Yliopistonkatu 3 (First digit indicates the floor, e.g. P607 is on the 6th floor of Porthania.)
Physicum	Gustaf Hällströmin katu 2, Kumpula
PR	Päärakennus = University Main Building, Fabianinkatu 33 (Usually, Main Building auditoriums are marked as Is1 (New Side) or aud XII (Old Side), with no indication of the building.)
Ra	Ratakatu 6 A
SP (+ number)	Siltavuorenpenger
SSKH	Snellmaninkatu 12 / Yrjö-Koskisen katu 3
U (+ number)	Unioninkatu

Appendix D: Calendar of events and flag days

AUGUST

- 1 Official start of the academic year and autumn term
- 24 – 30 Intensive period
- 26 to 27 Welcome Fair & Orientation Course for new international students
- 31 Opening ceremony and student carnival

SEPTEMBER

- 23 Autumnal Equinox (the length of day and night is equal)

- 30 Student Union's Freshman Adventure

OCTOBER

- 10 Aleksis Kivi's Day - celebrating the Finnish national writer
- 19 to 25 Examination and independent study week
- 24 United Nations Day
- 24 Last day of DST (Daylight Saving Time)
- TBA Rector's reception for international students and scholars

NOVEMBER

- 2 All Saints' Day
- 6 Swedish Day (Svenska dagen)
- 9 Father's Day
- 20 Universal Children's Day
- 20 to 26 HYY Anniversary Week
- 29 1st Sunday in Advent

DECEMBER

- 6 Independence Day
- 6 2nd Sunday in Advent
- 8 Sibelius Day,
- 13 Santa Lucia Day - from the Swedish Tradition
- 13 3rd Sunday in Advent
- 14 to 20 Examination and independent study week
- 20 4th Sunday in Advent
- 22 Winter Solstice (the day of the year with the least hours of daylight)
- 24 to 26 Christmas
- 28 Holy Innocents' Day
- 31 New Year's Eve

JANUARY

- 1 New Year's Day
- 2 to 17 Intensive period
- 6 Last day of Christmas (Epiphany)
- 14 to 15 Welcome Fair & Orientation Course for new international students
- 18 Spring term begins

- 19 St. Henry's Memorial Day

FEBRUARY

- 2 Candlemas
- 5 Runeberg's Day - celebrating the National poet
- 7 Shrove Sunday
- 14 Valentine's Day
- 28 Kalevala Day - celebrating the Finnish National epic and Finnish culture

MARCH

- 7 – 13 Examination and independent study week
- 8 International Women's Day
- 19 Minna Canth's Day – day for equality
- 20 Vernal equinox (the length of day and night is equal again)
- 13 Annunciation Day
- 20 Palm Sunday
- 25 Good Friday
- 27 Easter Day
- 28 Easter Monday
- 29 First day of DST (Daylight Saving Time),

APRIL

- 9 Mikael Agricola's Day - celebrating the Father of the Finnish language
- 27 National Veteran's Day
- 30 Vappu Eve - a student carnival, starting with the crowning of the statue of Havis Amanda in the Harbour Market Square

MAY

- 1 Vappu Day - a holiday for students and workers
- 5 Ascension Day
- 8 End of the teaching period for academic year 2014 – 2015
- 9 to 15 Examination and independent study week
- 9 to 31 Intensive period
- 12 Snellman's Day - Finnish philosopher + Mother's Day
- 13 Flower Day - Celebrating the end of spring
- 15 Whit Sunday

JUNE

- 4 Flag Day of Defence Forces
- 21 Summer Solstice (the day of the year with the most hours of daylight)
- 25 – 26 Midsummer - the Finnish national holiday celebrating summer outdoors

JULY

31 The official end of the academic year

Appendix E: Menu and grocery guide

aamiainen	breakfast	kaneli	cinnamon
alkoholi	alcohol	karamelli	sweet, candy
alkoholiton	non-alcohol	kastike	sauce, dressing
anjovis	anchovy	kasvis-	Whatever begins with this word is vegetarian, but it may contain
apelsiini	orange	cheese or egg.	See the end of this list.
astianpalautus	A place where you return plates, forks, knives etc. after eating.	katkarapu	shrimp, prawn
aurajuusto	(also sinihomejuusto)	keitto	soup
blue cheese, similar to Roquefort		kerma	cream
banaani	banaana	kevyt	light
broileri	broiled chicken	kevätkääryle	spring roll
burgeri (hampurilainen) (ham)burger		kiinankaali	celery cabbage
dippi	dip	kiisseli	stewed juice thickened with potato flour
Feta	Greek white cheese	kinkku	ham
gratiini	gratin	kirjolohi	rainbow trout
gulassi	goulash	kirsikka	cherry
hampurilainen hamburger		kiusaus	a type of casserole (usually anchovy or ham with sliced potatoes)
hapan	sour	(muna)kokkeli	scrambled eggs
hapanimelä	sweet and sour	kookos	coconut
hapankorppu (thin)	crisp bread	kotikalja	(non-alcoholic) beer like drink
hauduttaa	simmer, steam	krepit	crêpes
hedelmä	fruit	kukkakaali	cauliflower
herkku	delicacy	kuningatar(hillo)	a mixture of raspberry and blueberry jam
herkusieni	champignon, mushroom	kurkku	cucumber
herne	pea	kuuma	vesi (kuumaa vettä) hot water for tea or cocoa
hillo	jam	laji	course, dish, sort
hiutale	flake	lammas, lampaanliha	mutton
hunaja	honey	lasagne	lasagne
härkä, häränliha	beef	lehtisalaatti	lettuce
höystö	ragout	leike	escalope, cut
iso	big, large	leikkeleet	cold cuts
jauheliha	minced meat (normally a mixture of beef and pork)	leipä	bread
jugurtti	yoghurt	liha	meat
juoma	drink	linssi	lentil
juures, juurekset	vegetable, vegetables	lohi	salmon
juusto	cheese	lounas	lunch
kaali	cabbage	lämmin	warm
kahvi	coffee	maito	milk
kahvila	café, cafeteria	makaroni	macaroni, pasta
kala	fish	makea	sweet
kalapuikko	fish finger		
kalkkuna	turkey		
kampela	flounder		
kana	chicken		
(kanan)muna	egg		

makkara	sausage	puolukka	lingonberry
maksa	liver	pulla	bun
mandariini	tangerine	punajuuri	red beetroot
mansikka	strawberry	punaviini	red wine
margariini	margarine	purjo(sipuli)	leek
marinoitu	marinated	puuro	porridge
marja	berry	pyre	purée
mausteinen	spicy, hot	pyttipannu	fried diced meat or
meetwursti	Bologna (salami)	sausage, onions, (mushrooms) and	potatoes
sausage		pyörykät	(meat, fish, etc.) balls
mehu	juice (normally about	päärynä	pear
50% water)		rahka	curd
munakoiso	eggplant, aubergine	ranskanerma	sour cream
(tomaatti)	murska crushed tomatoes	raparperi	rhubarb
mustikka	blueberry, bilberry	rapea	crisp
muusi	mash(ed potatoes)	rasvaton	non-fat
nakki	frankfurter, wiener	ravintola	restaurant (normally
nauta, naudanliha	beef	licensed)	
noutopöytä	self-service buffet	riista	game
nuudeli	noodle	riisi	rice
näkkileipä	(thick) crisp bread	rouhe	crushed
ohra	barley	rullat	rolls
ohukaiset, ohukkaat	thin pancakes	ruoka	food, meal
omena	apple	ruokakerma	cream for cooking
paistos	something baked, e.g. a	salaatti	salad (usually green
pie.		salad)	
paahtopaisti	roast beef	savu-, savustettu	smoked
pannukakku	thick pancake	sei, seiti	coalfish, coley
pala	slice, cut	sieni	mushroom (wild)
paneroitu	breaded	sika, sianliha	pork
...pannu	something roasted or	silakka	Baltic herring
fried		silli	herring
paprika	(sweet) pepper	sinappi	mustard
papu	bean	siskonmakkara (-keitto)	pork sausage
parsa	asparagus	(soup)	
pasta	pasta	sitruuna	lemon
pata	casserole	smetana	sour cream
pekoni	bacon	sokeriton	sugar-free
perhe-	family-size, large (e.g.	sose	mash
pizza)		suklaa	chocolate
peruna	potato	suolainen	salty
pieni	small	suolakurkku	pickled cucumber
pihvi	steak	suuri	large
piirakka	pie (sweet or salty)	sämpylä	bread roll
pinaatti	spinach	talon of the house
pizza (or pitsa)	pizza	tee	tea
piimä	sour milk	teevesi	hot water for tea or cocoa
porkkana	carrot	tomaatti	tomato
poro	reindeer	tonnikala	tuna
porsas, porsaanliha, possu	pork		

torttu	(sweet) tart, pie
tulinen	hot, spicy
täyte	filling
täytetty, täytteiset	filled with
uunibaked in oven
vadelma	raspberry
valkosipuli	garlic
valkoviini	white wine
vanilja	vanilla
veri	blood
vesi	water
vihannes	vegetable
viillockki	fricassee
vispikerma	whipping cream
voi	butter
vuoka	casserole
vähä- low-calorie	low in (something): e.g.
wokki	wok
yrtti	herb

Some useful abbreviations

- G = gluten-free
- K = vegetarian
- L = lactose-free
- V = contains garlic
- VE = vegan
- VL = low-lactose