

GUIDE FOR INTERNATIONAL TUTORS

Student Union of University of Tampere, Tamy

University of Tampere, Academic and International Affairs

2012



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WELCOME, NEW INTERNATIONAL TUTOR!

“Being an international tutor was a very rewarding experience. It was fun to get to know students from other cultures and help them settle in Tampere and the University. It was interesting that despite our many differences, I got along very well with all three students, and one became a good friend of mine. A nice bonus to a job that was fun to begin with! All in all, I really liked both tutoring and the students I tutored, and I recommend becoming a tutor to everybody who has even the tiniest bit of interest in tutoring.” (International tutor 2011)

As an international tutor, you have a vital role in acclimatizing the arriving international students to their new surroundings. You are not, however, alone in this responsible task since numerous people in the University of Tampere, Student Union Tamy and Tampere Student Housing Foundation TOAS work constantly for the benefit of international students. At the beginning, different sources offer a lot of guidance to new students, and it pays to make good use of it. Welcome aboard!

As a tutor for international students, you are in a crucial position. Handling practical matters together with international students and familiarizing them with Tampere and the Finnish way of life are significant duties. Although you are the most important tool in international tutoring, this doesn't mean you have to have all the answers in advance. It's far more important to know where to look. You also have the advantage of having gone

through the same things yourself as a new international student, so you can always draw from that experience.

Take the student you're tutoring to your student association, to different student events and other free time activities and participate in events organized for foreigners. The more people new students get to know, the better they usually enjoy their stay. Having said that, not everyone has come here to meet locals so you shouldn't feel bad if some of the students don't answer your messages.

This guide is meant to be a handbook of sorts for international tutors and to help you remember the most important things in tutoring. Note the handy Good to Remember checklist at the end of this guide as well as the Finnish to English tutoring vocabulary! International tutors also have an e-mail list where topical events and other issues are announced. You can join the e-mail list by following the instructions on Tamy's homepage.

We wish you pleasant and rewarding moments as an international tutor!

For more information, you can contact or visit:

- ◆ University International Office intoffice@uta.fi
- ◆ Secretary for International Affairs international@tamy.fi
- ◆ E-mail list for international tutors kv-tutorit@uta.fi

Information about Finland and studying in Tampere for the international student:

- ◆ Discover Finland <http://finland.cimo.fi>
- ◆ For international students www.uta.fi/admissions/newstudents.html
- ◆ Studies www.uta.fi/studies
- ◆ The Student Union Tamy www.tamy.fi/en

BEFORE COMING TO FINLAND

KEEPING IN TOUCH

International students receive a Letter of Acceptance and other enclosed material between April and June. You can check the exact contents of the package with your school. You should ask the arriving student whether they have read the Letter of Acceptance, International Office infosheet and the fact sheet from Tamy. Programme for the Orientation Course, teaching schedule, curricula guides and other important information for new students can be found on the University's English website.

Contact the international student you're tutoring as soon as you get their e-mail address. Let them know who you are and tell them something about yourself and which student association you represent. Tell them that you are also a student and that you volunteer as a tutor. If you exchange contact information and photos through social media, you will recognize each other when the international student arrives. Your friendly message can help relieve their stress over going abroad. In your message, you should remind them:

- ◆ To make their housing arrangements as soon as possible.
- ◆ To obtain insurance and/or a European Health Insurance Card (www.kela.fi → in English → Kela card → European Health Insurance Card). The Finnish Student Health Service or FSHS, (*Ylioppilaiden terveydenhoitosäätiö* or *YTHS* in Finnish) is not open during evenings or weekends.
- ◆ Of the dates for the Orientation Course (www.uta.fi/english → Admissions → Information for Admitted Students → Orientation Course). The autumn semester Orientation Course takes place in August in week 35 and the spring semester Orientation Course is held at the beginning of January, on week 1.
- ◆ Time their arrival for a workday and for daytime, if possible.
- ◆ To check the time and place of their arrival and to agree on a meeting place with you.
- ◆ To bring their original degree certificates if they are a degree student.

The first day of the Orientation Week is reserved for the student's arrival. The student can, of course, arrive earlier than that, which leaves time to make housing arrangements and

handle other business. They can also sign up before the Orientation Week starts (on 23 July at the earliest). The student's participation in the Orientation Course saves the tutor's time and effort. During the course, participants discuss many practical matters, such as filling in different kinds of forms, student counselling and study planning and the services at the Computer Centre. You should emphasize the importance of the Orientation Course to the international student.

For more information, see:

- ◆ Teaching schedules www.uta.fi/studies/teaching
- ◆ Curricula guides www.uta.fi/studies/curricula
- ◆ Orientation Course www.uta.fi/admissions/newstudents/orientation.html
- ◆ ECTS Survival Guide [PDF]
<http://www.uta.fi/admissions/newstudents/survivalguide.pdf>

ECTS Survival Guide contains information on studying at the University of Tampere and living in Tampere/Finland. It is delivered to new students during the Orientation Week.

TRAVEL DOCUMENTS

Passport

Passport is an essential travel document that every international student should have with them. The passenger must be able to prove their identity and nationality to the authorities when needed. During their stay in Finland, many foreign students wish to travel to Russia, for example, which can't be done without a passport and visa. In addition, passport remains the only acceptable identification in some official contexts, such as when opening a bank account.

Visa

Visa is the entry permit to Finland. It is meant for a temporary stay of three months at most. Finnish consulates or embassies offer advice in visa-related matters. You should encourage a visa applicant to begin the arrangements on time, regardless of the visa type

they are applying for, because the process tends to take a while. Those planning to spend a longer period of time in Finland cannot enter the country with a visa and apply for a residence permit on location.

Residence permit

Anyone coming from outside the EU and European Economic Area (EEA) countries usually needs a residence permit in order to stay in Finland for a longer period of time. A residence permit is meant for a stay that is not considered tourism or a similar short-term stay. The prerequisite for a residence permit is a valid passport or other travel document. For more information on the subject, see the chapter Residence permits and registration of stay.

For more information, see:

- ◆ Finnish Immigration Service <http://www.migri.fi/> → English
- ◆ Ministry for Foreign Affairs of Finland <http://formin.fi> → In English

HEALTH CARE AND INSURANCE

Basic degree students who have paid their Tamy membership fee are entitled to student health care services in every FSHS (YTHS) centre in Finland. Information on making appointments is included in the Orientation Course programme, but it pays to go through these matters with the student as well. You should let the student know that FSHS mainly provides basic health care (including dental care and mental health care services) and that student health care does not include, for instance, reproductive health services. FSHS is closed during evenings and weekends, and in case of an acute illness, private clinics (remember the insurance!) or the First Aid Unit Acuta (tampere.fi → Health Services → Emergency Care Services) should be contacted. There is more information on health matters on the University's website as well.

Students coming from the EU and EEA countries and Switzerland are protected by the social security system of their country of residence if they have obtained a European Health Insurance Card (kela.fi → in English → Kela card → European Health Insurance Card) before leaving the country. Owner of the insurance card is entitled to health care and medication

in Finland just like the Finns are. A person without an insurance card has to pay the full costs of all public health care services.

Students coming from any of the Nordic countries are entitled to health care services according to the Nordic social security agreement. Finland also has social security agreements (kela.fi → in English → Moving to or from Finland → General principles → Social security agreements) with some other countries. The right to health care services is proved with either a passport or a separate form.

You should remind students coming from outside the EU and EEA countries that health centre and hospital services are chargeable. A whole day in a hospital often costs hundreds of euros to a patient without health insurance, and therefore, health insurance must be valid throughout the entire study period. Since the spring 2011, international students have been offered an insurance package that has been collectively negotiated by Finnish higher education institutions (Student Travel Insurance SIP). Information on the package has been sent to all accepted international students from outside the EU and EEA. See the University website for more information.

For more information, see:

- ◆ Health Insurance and Services www.uta.fi/admissions/newstudents/healthcare.html
- ◆ YTHS in English (FSHS) www.fshs.fi/
- ◆ KELA, the Social Insurance Institution of Finland www.kela.fi/english
- ◆ Health care services of the city of Tampere
www.tampere.fi/english/healthservices.html
- ◆ Telephone health service, every day 7 a.m.–10 p.m. +358-3 5657 0023 (in English)
- ◆ First Aid Unit Acuta
Tampere University Hospital,
Teiskontie 35, Building K

WHEN THE INTERNATIONAL STUDENT ARRIVES

You should be prepared to be around in Tampere shortly before the beginning of the

semester: in August or right after New Year. Usually you are informed of the date of the international student's arrival well in advance, but there are exceptions. Some students arrive to attend a Finnish course in late July, but most of them arrive at some point in August. You should reserve plenty of time for tutoring at the beginning. The tutor's availability during the Orientation Course is a precondition for all international tutors, although you don't have to participate in the course programme itself. If the international student arrives after the Orientation Course, you should schedule even more time for tutoring.

After the first meeting, you should agree on the next day's meeting with the student. "I'll call you later" is not the way to do it. It's better to agree on a place and time together as it will help you find each other. Make sure that the student knows how to get to the meeting place!

If the international student you're tutoring has got a TOAS flat and arrives during the weekend or at night, you can obtain their key from TOAS beforehand. TOAS hands out keys to the international tutors whose information they have received from the International Office and/or the University schools. If you plan on collecting the key on behalf of someone else than the student you are tutoring, you should notify the International Office in advance. You should, however, remember that the key can only be collected after the previous tenant has returned it, which usually means the first working day of the month.

If possible, meet the student you're tutoring at the bus or railway station and help them find their way to their accommodation. You are not required to go and meet them at the airport because of the inadequate means of transport – however, you can help the student to read airport coach timetables. The arriving exchange student should pay for their own ride, but might not yet have any euros at hand, which means that you should be prepared to lend them money for the bus fee. If you can't meet the student yourself, make sure your tutoring partner will be there instead!

For more information, visit:

- ◆ Train timetables www.vr.fi/eng
- ◆ Airport buses www.paunu.fi/english.html

- ◆ Flight details www.finavia.fi/home
- ◆ Bus timetables www.matkahuolto.fi/en

HOUSING

All students accepted into the University receive instructions on how to apply for a flat enclosed in their Letter of Acceptance, or there is a notice regarding where to find the information.

The housing situation may be problematic to students arriving in autumn. However, TOAS has a quota of furnished flats (with a bed, mattress, desk, chair and a bookshelf) reserved for international students. Many of these flats are intended primarily for degree students and those arriving for the entire academic year. All foreign students may, however, apply for a TOAS apartment. In order to improve the situation, the International Office of the University has been in contact with some private sector housing agencies to make arrangements for students who do not belong to the TOAS quota. The information on the homepage of the University is updated in the spring. Starting in June, Opiskelijan Tampere ('Tampere for students') association assists in apartment hunting as well, and universities generally hire a housing secretary to help out international students. In spite of the difficulties in the autumn term, a majority of international students usually find a flat, and no such problems with housing generally occur in spring. The international student should apply for a TOAS flat as soon as they receive their Letter of Acceptance. Submitting an application is not enough – the reservation fee must be paid as soon as possible! The TOAS staff will send a notification by e-mail regarding the queuing situation or the availability of flats. During the peak period in autumn, the staff can't reply to separate enquiries.

In case you have collected the key in advance for the international student you are tutoring, TOAS requires that the tenancy agreement preferably be made the next working day at the TOAS office. Most students, however, have received their agreement beforehand. The agreement is terminable: for degree students and exchange students staying for the entire academic term, from August till May; for autumn term exchange students, from August till December; and for spring term exchange students, from January till May. If the student wishes to continue the agreement after their period of tenancy has

ended, they must negotiate the matter with TOAS. A terminable agreement doesn't have to be terminated since the period of tenancy expires with the agreement. A terminable agreement cannot be terminated as long as the contractual tenancy period is valid. If any furniture is missing from the TOAS flat, you should contact the house manager. The basic equipment doesn't include bed linen or utensils and dishes.

You should advise the international student to read all the documents provided by TOAS and the guide "A–Z living with TOAS" (www.toas.fi/en → Your tenancy → A-Z living with TOAS).

For more information, see:

- ◆ The University's Accommodation page
www.uta.fi/admissions/newstudents/accommodation.html
- ◆ TOAS office hours www.toas.fi/en
- ◆ A–Z living with TOAS
www.toas.fi/en/your-tenancy/a-z-living-with-toas
- ◆ Opintanner (housing for students) <http://www.opintanner.net/index.php>
→ In English
- ◆ Opiskelijan Tampere association asunnot@opiskelijantampere.fi

Tell the student you're tutoring at least these things about housing at TOAS:

- ◆ Students who have made a temporary tenancy agreement cannot apply for another TOAS flat unless under exceptional circumstances.
- ◆ Rent must be paid through a bank account. TOAS provides a rent payment form that is valid throughout the tenancy period. If the form is lost, a new one can be obtained from the TOAS office.
- ◆ Every TOAS building has an internet connection. The connection fee is included in the rent.

Also mention these general issues regarding housing:

- ◆ Subletting on your own is prohibited (e.g. two persons living in the same room).
- ◆ Smoking in both the flats and the staircase is strictly forbidden. Especially in the Lapinkaari buildings, smoking indoors causes fire alarms to go off very easily.
- ◆ Every tenant is responsible for the cleanliness of the communal areas and for maintaining silence at night.
- ◆ Students, too, have to pay a television licence fee if they own a television (and a digital set-top box).
- ◆ It is perfectly safe to drink tap water in Finland.

When you go to the flat with the student, you should go over these matters:

- ◆ Show them how the door locks work and tell them that doors lock without a key!
- ◆ Show them where the nearest bus stop and grocery shop are.
- ◆ Show them where the building's waste bins are and how to sort the waste properly. (also see the section Environment and Recycling)
- ◆ Tell them what is expected of the kitchen's level of cleanliness after use. It is the student's own business to clean up after using the kitchen.

TEMPORARY ACCOMMODATION

The international student might need temporary accommodation upon arrival if they arrive late at night or a few days before their flat becomes available. It's not the tutor's duty to accommodate the exchange student, even if they ask. You can guide the student to a hostel for a few nights. There is some information on affordable housing options in the appendices enclosed in the student's Letter of Acceptance.

Opiskelijan Tampere organizes temporary accommodation for students who don't manage

to find a flat on time. For autumn 2012, Opiskelijan Tampere will probably negotiate discount prices for students in need of accommodation in Dream Hostel in the city centre or, possibly, arrange temporary accommodation in student flats in the Härmälä district. More information can be found on the Opiskelijan Tampere website. No temporary accommodation is arranged in the spring.

For additional information, see:

- ◆ Opiskelijan Tampere association www.opiskelijantampere.fi

Affordable accommodation, price range EUR 23-100/night (distance from the University in brackets):

- ◆ **Dream Hostel** (150 m) Address: Åkerlundinkatu 2. E-mail: info@dreamhostel.fi, tel.: +358 45 2360 517, website: www.dreamhostel.fi/en/
- ◆ **Hostel Sofia** (1,3 km) Address: Tuomiokirkonkatu 12 A. E-mail: hostelsofia@hostelsofia.fi, tel.: +358 3 254 4020, website: www.hostelsofia.fi
- ◆ **Hotel Hermica** (8 km) Address: Insinöörinkatu 78. E-mail: sales@hermica.fi, tel.: +358 3 365 1111, website: www.hermica.fi
- ◆ **Hotel Mango** (2 km) Address: Hatanpään puistokuja 36. E-mail: info@mangohotel.fi, tel.: +358 1 0666 2111, website: www.mangohotel.fi → In English
- ◆ **Hotel Ville** (2 km) Address: Hatanpään valtatie 40. E-mail: info@hotelliville.fi, tel.: +358 44 500 2088, website: www.hotelliville.fi
- ◆ **Hotel Omenahotelli** (1 km/1,7 km) Address: Hämeenkatu 28 and Hämeenkatu 7. Website: www.omenahotels.com. Reservations are made online.
- ◆ **Tampere Camping Härmälä** (4,5 km) Address: Leirintäkatu 8. Open in the summer only. Tel.: +358 20 719 9777, website: www.lomaliitto.fi/harmala → In English. Reservations are made online.

OPENING A BANK ACCOUNT

Opening a bank account is optional. Those who have a bank account in another EU country do not necessarily need to open a new one in Finland. If the international student decides to open a bank account, they should remember to bring their passport or an identity card granted in an EEA country. It might be worthwhile for a student from another EU country to use their account in their home country, because banks should not charge separately for international payments if you use an IBAN code for account transfers or when paying invoices in the SEPA area. Those exchange students who are going to receive a grant from the University must open an account in a Finnish bank.

Students who do not have an account and a netbank user ID in a country that belongs to SEPA area, should either open a Finnish bank account or pay the Tamy membership fee in cash in a bank. Banks charge a service fee for cash payments. The membership fee cannot be paid in cash at the University or at the Tamy Office. We still recommend students to pay the membership fee either through a Finnish account or in cash in a bank, because a receipt is absolutely necessary!

Finnish banks offer a varying selection of services for those staying temporarily in Finland. Nordea and Osuuspankki open an account for short-term residents and also grant them a Visa Electron card. Tamy's Committee for International Affairs has compiled a report of available bank services in the Tampere area, and it can be read on Tamy's website: tamy.fi > Activities > International Affairs > Supervision of Interests.

You should show the student how to use an automatic payment machine. Some banks load information on the user's language into the payment card, which then determines the language of the automatic payment machine when used. Cheques are not used in Finland as a means of payment. Most ATMs and shops accept foreign credit cards.

Additional information:

- ◆ Nordea cashier services Address: Hämeenkatu 7, tel.: 0200 3000
- ◆ Nordea account opening Address: Hämeenkatu 22, tel.: 0200 3000

◆ Osuuspankki

Address: Itsenäisyydenkatu 11 and
Hämeenkatu 12, tel.: 010 254 6011

ENROLLING INTO UNIVERSITY

An international student must fill in the enrolment forms for international students in the International Office. During the Orientation Course, the forms can be obtained from the info desk in the lobby of the University Main Building. On the day of arrival, students are assisted in filling in the forms in a separate occasion. At this time, international students also receive an information package, including instructions for enrolment, a change of address form for the post office, information on public transport in Tampere, contact information of the departmental coordinators for international affairs, information on set book exams and the Orientation Course programme as well as a welcome letter from the City of Tampere. Students can enrol during the Orientation Week, but those who arrived earlier may enrol earlier – however, not before 23 July 2012. The deadline for enrolment for new degree students is 31 August 2012.

In order to enrol, international students need to bring the following items with them:

- ◆ A passport, or if they're from an EU or EEA country, other applicable identification.
- ◆ The original Letter of Acceptance from their school. If the original has been misplaced or is needed elsewhere, they can obtain a copy from a school office or the International Office.
- ◆ A receipt for the payment of Tamy membership fee.
- ◆ A filled student card application form and a photograph for the card.
- ◆ Degree and extra students also need a written confirmation of having presented the original degree certificates for any previous degrees at a school office.

When enrolling, international students receive a certificate of studying in the University of Tampere. They can use this certificate to get all the student discounts and benefits before their student card is ready to be collected.

Additional information:

- ◆ International Office E-mail: intoffice@uta.fi, location: lobby of the University

IN THE CAMPUS AREA

During the Orientation Course, the International office recruits some international tutors to provide guided tours around the campus area. Still, it might be a good idea to show the most important facilities to the student you're tutoring:

- ◆ International Office
- ◆ Registrar's Office
- ◆ The student's school
- ◆ Computer classrooms
- ◆ IT Services (Computer Centre)
- ◆ Language Centre
- ◆ Student cafeterias
- ◆ Libraries
- ◆ Sports centre Atalpa
- ◆ FSHS
- ◆ Juvenes Bookshop

STUDENT UNION MEMBERSHIP

Being a member of the Student Union Tamy is a prerequisite for enrolling into the University and receiving a student card and related benefits and discounts. What's more, the YTHS (FSHS) services are only available to Student Union members. Both Finnish and international basic degree students have to pay the Student Union membership fee, the size of which can vary from year to year. For students staying only for a semester, the fee constitutes half of the fee for the whole academic year.

Post-graduate students must also pay the membership fee when enrolling if they want the membership benefits. The fee is lower for post-graduates because it doesn't include the FSHS fee. By showing their student card, post-graduate students are entitled to Tamy's services, discounts offered by Tamy's cooperation partners and any local discounts for students. They're not, however, entitled to national student discounts, such as the Matkahuolto bus travel discounts, VR train travel discounts or meal discounts. However, post-graduate students can eat at a somewhat lower price in Juvenes restaurants at the University by showing their student card at the counter.

Remind the international student that all basic degree students, both Finnish and international, are entitled to the same Student Union services and benefits.

You should explain the following membership benefits and discounts to the student:

- ◆ Matkahuolto bus travel and VR train travel student discounts (available only with a Finnish student card)
- ◆ KELA's meal subsidy for students
- ◆ FSHS's health care services for students
- ◆ The numerous student benefits and discounts offered locally and by Tamy's cooperation partners
- ◆ Tamy's membership services, such as counselling, student cards, starting kit, van rental, short-term loans

STUDENT CARD

Once the student has paid the Tamy membership fee, they can leave their student card application at the Registrar's Office as they enrol. A passport photo needs to be included in the application. It takes about three weeks to manufacture a card, whereupon they can be collected from the General Office of Tamy. The price of the card is EUR 5. A list of completed student cards is available online according to individual student numbers. The student can obtain their card by showing a photo ID. Postgraduate student cards don't include the key card feature and they do not appear on the aforementioned list.

Before the student card is ready, a receipt for the paid Student Union membership fee

grants access to the services of FSHS and Tamy. If an international student wishes to travel in Finland before they receive their student card, they can purchase a VR and Matkahuolto specific student card. Application form for this student card can be collected from the International Office or printed on the VR or Matkahuolto website. The application must be signed and stamped by a representative of the University, which can be done at the Main Building's Information Booth.

New student cards also function as library cards and key cards to the University's computer classrooms. The key card feature can be activated either in Tamy's General Office or the University's Computer Centre (IT Services). The library card feature is activated in the University Main Library in the Linna building.

Additional information:

- ◆ The General Office of Tamy tamy@uta.fi
- ◆ Student cards ready to be collected www10.uta.fi/Kortit/Kortit/index.html

COMPUTER CENTRE SERVICES

The Orientation Course programme introduces the services of the Computer Centre. When the student enrolls into the University, they receive a Basic User Account (BUA) and instructions for its activation. The BUA can be activated online. After the activation, the student should be able to use their BUA in three days at most. Activating the BUA as soon as possible is crucial since it's impossible to sign up for courses and exams in NettiOpsu or enter the computer classrooms without it.

The Computer Centre offers temporary key cards for a deposit for those who haven't yet received their student card. At the beginning of the autumn term, doors to some computer classrooms are kept open for new students. Tell the international student you are tutoring that computer classrooms are reserved for silent working. Speaking loudly or on the phone disturbs others, which makes computer classrooms unsuitable for gatherings or group work.

Let the student know how the computer classrooms and access control function in practice, and tell them about the printing quota. If one exceeds one's individual quota, printing becomes chargeable. Students can purchase more quota in Juvenes bookshops.

Postgraduate students and students working on their Master's Thesis receive an additional free quota. Make sure that the student you're tutoring knows how to use e-mail and delete messages. Many official e-mails from the University are sent to the uta.fi e-mail address, so the student should check their inbox regularly!

If the student has brought their own laptop, you should tell them that the main voltage in Finland is 230 V at a 50 Hz frequency according to the EU standard. Because there are many different standards, an appliance bought abroad may need a transformer.

For more information, see:

- ◆ Nettikatti www10.uta.fi/nettikatti

LOCAL TRAFFIC

Since some international students live quite far away from the city centre, they will benefit from buying a travel card. The Tampere City Transport (TKL) renewed its travel card system in 2010, which induced some changes in discounts for international students. Everyone under the age of 25 can now purchase a youth travel card. The actual student travel card is now available only for students with a Finnish identity number. Other students over the age of 25 can purchase a regular priced travel card, which can be loaded with regular (adult) priced journeys. In the long run, this is cheaper than purchasing single tickets.

The re-chargeable travel card costs EUR 5, and the smallest sum which can be loaded onto the card is EUR 10. It's worthwhile to tell the international student about Finnish bus travel practices: buses only stop when you wave at them; you enter the bus through the front door and exit through one of the back doors; you must retain the bus ticket throughout the journey, and an additional fee is collected at night. Timetables are available at the TKL office and online.

More information:

- ◆ Tampere City Transport TKL <http://www.tampere.fi/tkl/english.html>
Main office: Frenckellin aukio 2 B
- ◆ Timetables <http://aikataulut.tampere.fi/?lang=en>

STARTING KIT

Tamy maintains a stock where international students can borrow dishes and utensils for a deposit. The deposit for a package of dishes is EUR 20, and EUR 17 will be refunded to the student when they return the dishes clean and undamaged. The Secretary for International Affairs is in charge of the stock. The basic dish package includes a sauce pan or a frying pan, soup plates and dinner plates, glasses and mugs, cutlery, a kitchen knife and a spatula.

Most of the dishes are second-hand, and the number of dishes in stock varies throughout the year. The stock is operated on a first come, first served basis, and the availability of all dishes for every international student cannot be guaranteed. It should be noted that the stock doesn't include bed linen or bedding. Affordable bed linen and bedding can be purchased, for example, at shops like Anttila and Vapaavalinta, or in flea markets and recycling centres.

MOBILE PHONE

Acquiring a monthly-charged mobile phone subscription is either expensive, difficult or both for international students. A prepaid subscription is definitely a good alternative. Prepaid SIM cards can be purchased, for example, in R-kiosks, but it's worthwhile to compare the prices between different service providers before purchasing one. Most prepaid subscriptions work only in the country of purchase. ESN FINT offers international students prepaid subscriptions for a minor fee or even for free.

A mobile phone bought in the international student's home country might not work in Finland, since it may be locked for use with a certain operator's SIM card. If this is the case, the student might want to buy another mobile. Mobile phone shops and flea markets also sell affordable second-hand mobiles.

More information:

ESN FINT

www.esnfint.org

BEGINNING STUDIES

PLANNING STUDIES

International students are as entitled to study counselling as the Finnish students are. The Orientation Course touches on various topics, such as study planning and study practices. You don't have to be a study counsellor, but direct the international student to ask for help from the staff in their respective school in all study-related matters. You could, however, help the student out with planning their study schedule.

Basic information on degrees and courses is available in English. Information on English language degree programmes, teaching and exams can be found in the online Curricula Guides and Study Programmes. International students can also choose courses from other institutions of higher education within the cross-institutional UNIPOLI cooperation programme.

A list of departmental coordinators for international affairs and their contact information can be found online and in the info package for international students. If the student has particularly tricky questions concerning their unit and studying in general, it's a good idea to contact the coordinators for international affairs.

For more information, see:

- ◆ Curricula guides www.uta.fi/studies/curricula
- ◆ Teaching schedules www.10.uta.fi/opas/teaching
- ◆ Coordinators for international affairs in different units
www.uta.fi/studies/advisers.html
- ◆ School coordinators www.uta.fi/studies/contact_information/hsa.html
- ◆ ECTS Study Guide
www.uta.fi/studies/studying/curricula-guides.html

- ◆ ECTS Survival Guide

www.uta.fi/admissions/newstudents/survivalguide.pdf

ECTS Survival Guide contains information on studying at UTA and living in Tampere/Finland. A printed version is delivered to new international students during the Orientation Course.

STUDENT FINANCIAL AID AND GRANTS

As a rule, international students should have adequate means of support upon their arrival in Finland. The Finnish Immigration Service has estimated the income requirement to be EUR 500 per month, and it verifies the student's means of support prior to granting a residence permit. Living in Finland is relatively expensive to many foreigners.

Student financial aid can be granted to an international student for their studies in Finland if they are a permanent resident in Finland and the purpose of their stay is something other than studying. As a rule, those who come to Finland to study are not entitled to student financial aid. You can enquire about the basis for granting the financial aid at the Student Financial Aid office at the University. The same information is also available online on the KELA website (kela.fi > in English > Students > Financial aid for foreign students).

There are different kinds of foundations and funds in Finland that allocate grants and scholarships that support students. It's worthwhile to keep in mind, however, that such grants in Finland are usually small monetary compensations for outstanding students and not a form of financial aid that covers all living expenses. Scholarships can benefit postgraduate students in particular. Scholarships that are meant for basic degree students are rarely allocated in Finland and, when they are, mainly for the completion of Master's Thesis.

For more information, see:

- ◆ Information on financial aid for students kela.fi/english
- ◆ Migri FAQ: Students applying for a residence permit migri.fi > students > Frequently Asked Questions

E-MAIL LISTS AND COMMUNICATION

You should remind the student you're tutoring to join Tamy's English e-mail list known as the IS list, which delivers English-language information on current affairs, local events, university courses and other useful matters. The IS list is a moderated e-mail list.

Students can join the list as follows: Send an e-mail message from your own e-mail address to listserv@uta.fi. The subject field can be left blank. The first line of the message field should be "SUBSCRIBE is-list First name Last name". Leave a few empty lines after the first line, just to be on the safe side. There shouldn't be any other text in the message field, not even a signature. If the subscription is successful, the student will receive a confirmation within one minute. If there is no notification, they should try again. Instructions on how to join the list can also be found in the English section of Tamy's website and calendar.

If the student you're tutoring speaks Finnish and wishes to practise their language skills, they are welcome to join other Tamy e-mail lists as well. All lists can be found in the Tamy calendar. Joining the e-mail list of the student's own student association is also a good idea.

For more information, see:

◆ [Directions for joining the list](#) [tamy.fi > English > Communications and PR](#)
> [Email lists](#)

INTERNATIONAL ACTIVITIES

You are welcome to participate in Tamy's international activities! The Committee for International Affairs discusses matters concerning the internationalisation of students and the University. All international student activists, international tutors and international coordinators of student associations are welcome to join! The Finnish-language e-mail list of the international section (kv-lista@uta.fi) is an information channel for exchange opportunities, meetings of the Committee for International Affairs, job offers and other topical international matters.

ESN FINT ry, Erasmus Student Network Finns and Internationals in Tampere, aims to make international students' adjustment to Finnish culture and student life easier by organizing events, such as trips, sauna evenings and simple hang-outs. Lots of enthusiastic volunteers are needed especially at the beginning of each semester to create and organize different types of events for international students. ESN is a large network created for exchange students, reaching all over Europe. ESN announces their activities on the IS list, international section's list and their own members' list. The ESN membership fee is EUR 2 for the duration of two years.

ISOT is an organization for international degree and postgraduate students. International tutors, Finns studying in English language degree programmes and others interested in international matters are also welcome! ISOT aims to offer support services and information for international students arriving in Finland. ISOT has a website with lots of useful information.

For more information, see:

- ◆ International Section www.tamy.fi/en
- ◆ ESN FINT ry. www.esnfint.org
- ◆ ISOT www.tamy.fi/isot

STAYING IN FINLAND

RESIDENCE PERMITS AND REGISTRATION OF STAY

Foreigners come to Finland from many countries and for different reasons. Some of them come to study and some, perhaps, because of their spouse's job. Foreign citizens must generally register their stay in Finland, but the ways to do it differ on account of their country of origin.

Residence permit means that the person can live, stay and move about in Finland. They are free to live in different towns or cities in Finland, and they can leave the country and come back as long as their residence permit remains valid. When a tourist travels in Finland and their stay is short-term, they don't need a residence permit; but they might

need a visa, depending on their nationality.

Students should find out for themselves what sort of documents they need upon arrival in Finland. Ultimately, the local Finnish embassy provides the most up-to-date information. The Finnish Immigration Service also has an online service to clarify these matters.

For more information, you can visit:

- ◆ Finnish Immigration Service www.migri.fi → English
- ◆ Police station at Hatanpään valtatie 16 www.poliisi.fi → In English
- ◆ Ministry for Foreign Affairs of Finland www.formin.fi → In English

Citizens of the Nordic countries

Citizens of the Nordic countries don't need a visa or a residence permit. Nevertheless, a person moving from one Nordic country to another must inform the local register officials of the country they're moving to; in Finland, this can be done at the local register office. A notice of address change should be filed right after arrival in Finland. At the register office, students must provide the information required for the Finnish Population Information System as well as their personal identity number, home address and municipality of residence in their home country. Students must bring a valid ID with them.

Citizens of the EU and EEA countries and Switzerland

Citizens of the EU and EEA countries and Switzerland don't need a visa or a residence permit. They have the right to stay, work, practise a profession or study in Finland for three months. If their stay exceeds the duration of three months, students must register their right of residence at the local police station. The right of residence is registered in the register of aliens and is chargeable. In such cases, it is a good idea to register as soon as possible after arrival in Finland.

The Aliens Act obliges registration. Not registering can cause problems if you get into an accident or have to be in contact with the police. Applying for indemnification can also be problematic for those who haven't registered. Registering affects matters relating to temporary work and taxation.

Students from outside the EU and EEA countries

Students coming from outside the EU and EEA countries usually need a residence permit in order to stay in Finland for a longer period of time. The residence permit is meant for a stay that is not considered tourism or other type of short-term stay. One must apply for the first residence permit at a Finnish embassy or consulate before arriving in Finland. A student can apply for the permit in Finland in case they have come to Finland to attend entrance examinations and their studies begin shortly after the exams. The final decision is always made by the Finnish Immigration Service.

NOTICE OF ADDRESS CHANGE AND REGISTRATION

The notice of address change and registration at the local register office concern especially those international students who come to Finland to study for longer than a year. Primarily, this concerns international degree or postgraduate students. According to law, a foreigner must provide the same information to the Population Information System as Finnish nationals do if their stay in Finland lasts at least a year. Registration is done at the local register office by filling in a registration form for aliens. Registering is free of charge.

Registration at the register office should not be confused with the registration of the right of residence. When registering, a foreigner's information is stored in the Population Information System, and they receive a personal identity number similar to the Finns'. The registration information is used, for instance, when organizing elections, in taxation, health care, judicial administration and compilation of statistics. Personal identity numbers are used as a means of identification in, for example, banks, hospitals and registers of different officials.

Furthermore, a foreigner can register their municipality of residence in Finland if they intend to stay here permanently for more than a year, they have a residence permit entitling them to stay for at least a year, and their studies take at least two years. Those studying in a Master's Programme are the primary ones fulfilling this criteria. The right to municipality of residence includes access to all municipal services, such as social and health care services and day care.

The information of a foreigner staying in Finland temporarily, i.e. for less than a year, can also be registered into the Population Information System. A foreigner staying in Finland temporarily can return their registration form to the register office, tax office or a KELA office. On the basis of the registration, the foreigner receives a personal identity number.

Those registered with the Population Information System must file a notice of address change at a local register office every time they move. A notice of address change must be filed even when a person is moving out of Finland. Post offices provide a form for the notice of address change.

For additional information, you may visit:

- ◆ Population Register Centre www.vaestorekisterikeskus.fi/en
- ◆ Local Register Office, Hatanpään valtatie 24 www.maistraatti.fi/en

WORKING AND TAXATION

An increasing number of international students would like to work while studying. The Finnish labour legislation is enforced to everyone working in Finland in the same way, regardless of their nationality. Likewise, all employers are obliged to pay the pension insurance, social security, unemployment insurance and accident insurance fees for foreign employees as well.

Those coming from the Nordic, EU and EEA countries, including Switzerland, don't need a work permit while those coming from outside the EU and EEA countries do need a work permit if they intend to work over 25 hours per week during semesters. There are no hour limits during holidays. Work permit is included in the right of residence.

A foreigner must also acquire a tax card from the tax office. In order to obtain one, they need a personal identity number. This is another reason for registering at the local register office.

International students often ask about work opportunities in Finland. Unfortunately, getting work is difficult since many employers demand that their employees speak Finnish fluently. Many international students have found work in teaching a dance or language course, substituting for a language teacher, delivering advertisements and testing softwares.

Below, we have listed some online sources for English-language job search. Furthermore, the Secretary for International Affairs posts notices of available jobs on the IS list as well as information on job application events of WorkPlace Pirkanmaa, for instance.

For more information on the employee's rights and responsibilities, see:

- ◆ Occupational safety and health administration in the Häme region
<http://www.tyosuojelu.fi/fi/workingfinland/>
- ◆ INTO Finland <http://www.infopankki.fi/en-GB/into>
- ◆ Finnish Immigration Service <http://www.migri.fi> → English
- ◆ Employment administration
http://www.mol.fi/mol/en/02_working/05_foreigners/index.jsp and
<http://www.mol.fi/mol/en/index.jsp>
- ◆ Tax office <http://www.vero.fi/english>,
Address: Hatanpään valtatie 36

Tips for job search:

- ◆ University of Tampere Career and Recruitment Service
<http://www.uta.fi/rekrytointi/english.html>
- ◆ UNIPOLI Tampere website www.unipolitampere.fi (published in 2012)
- ◆ WorkPlace Pirkanmaa <http://workplacepirkanmaa.fi/?lang=en>

FEELING DISTRESSED?

Many things can cause small problems, but severe crises are rare. During their stay in Finland, an international student can, however, face issues that they can't prepare for in advance. These situations may include mental health issues, physical illness, getting into an accident or being mugged. It is often enough to refer the student to a support service. You should also remind them of the Finnish emergency number 112.

Nobody has to survive on their own: depending on the situation, help and support is provided by, for example, FSHS, crisis centre Osviitta, the police, the University chaplain

or Victim Support Finland. In many cases, it may be helpful to turn to the University's International Office or the Student Union Tamy who will refer the student forward if necessary. In judicial matters, you can contact Tamy's legal adviser (www.tamy.fi/en) whose phone counselling and appointment hours can be found both in Tamy's calendar and website.

You should remind international students of Tamy's role as the supervisor of students' interests. If the students you are tutoring encounter defects or problems in their studies or accommodation, or if they need help with a personal crisis, they might want to contact Tamy. The secretaries of Tamy work for the benefit of every student, and international students are sovereign members of Tamy and thus entitled to the same services as the Finnish students are. Tamy also aims to promote the students' position and interests when it comes to authorities and other official organs, and is able to provide support in negotiations.

For more information, see:

- ◆ University chaplain http://www.uusiverso.fi/yhteisot/uusi_verso/ota_yhteytta
- ◆ Crisis centre Osviitta www.osviitta.fi, e-mail: osviitta@osviitta.fi, tel +358 3 31 38 3200
- ◆ Legal advice http://www.tamy.fi/en/index.php?option=com_content&task=view&id=41&Itemid=24
- ◆ Naistari, the international meeting place for women www.naistari.fi → English, tel.: +358 3 317 8583
- ◆ Pro Centre Finland <http://www.pro-tukipiste.fi/en/home/>, e-mail: toimisto@pro-tukipiste.fi, tel.: +358 3 3454 2200
- ◆ Tukinainen rape crisis centre www.tukinainen.fi → In English, e-mail: office@tukinainen.fi
- ◆ Victim Support Finland www.riku.fi → Victim support, tel.: +358 2 031 6118
- ◆ LGBT Rights in Finland www.tresetta.fi (in Finnish),

<http://www.seta.fi/en.php>

- ◆ Ombudsman for Minorities www.ofm.fi → English, e-mail: ofm@ofm.fi
- ◆ FSHS crisis support in Tampere tel.: +358 46 710 1004

Support from Tamy:

- ◆ Matters concerning accommodation or harassment soposihteeri@tamy.fi
- ◆ Matters concerning education and studies koposihteeri@tamy.fi
- ◆ Livelihood, subsistence and other related matters kvsiheeri@tamy.fi
- ◆ Legal advice soposihteeri@tamy.fi

ENVIRONMENT AND RECYCLING

Environmental care practices vary significantly from one country to another, even inside the EU. This is why it's important to tell the international student you're tutoring a few basic things about environmental matters in Finland. If you wish to inform the student you're tutoring on how environmental matters are handled at the University, you can find relevant information at the Ekokampus website (uta.fi/ekokampus), the University intra's community and database for Ekokampus. You may also contact the environmental coordinator Saana Raatikainen.

It is statutory to sort waste in Finland. You should inform the student on how to sort their waste. Information in English can be found, for example, on the website of Tampere Regional Solid Waste Management. At the University, encourage the student you're tutoring to pay particular attention to sorting organic waste (in the restaurants) and paper (in the computer rooms) correctly.

Vegetarian food is available almost everywhere nowadays, and the University restaurants provide balanced vegetarian dishes. Tamy's Organic Food Group supplies affordable local and vegetarian food.

Buying and selling second-hand goods is fairly common in Finland. Second-hand shops and flea markets are great places to find reasonably priced items in a good condition. The intranet of the University of Tampere also has an online flea market specifically for the

University community's use.

A bicycle is a very handy means of transport in the city. Affordable second-hand bicycles can be found in, for instance, Etappi bicycle shop, police auctions or the University's online flea market. A regional bicycle map can be collected from Tamy or the tourist information centre GoTampere at the railway station.

Tips for sorting waste:

- Everybody sorts their own waste and personally brings it to the waste collection point of the building. Paper can be collected into paper bags or cardboard boxes, for example, and emptied into the appropriate waste collection bin.
- Cardboard and carton can be collected into a cardboard box and put into the collection bin reserved for such materials, including the box.
- Glass bottles with deposit as well as metal cans are returned to shops. Broken glass and bottles without deposit should be taken to a glass collection point.
- Metallic items (tins, cans without deposit etc.) can also be collected into a small box or bucket and emptied into a small metal collection bin.

For more information, see:

- ◆ The University's online flea market intra.uta.fi/portal/group/kirpputori
- ◆ Environmental coordinator saana.raatikainen@uta.fi
- ◆ Environmental affairs: the Ecocampus project uta.fi/ekokampus (in Finnish), ekokampuskoordinaattori@uta.fi
- ◆ Etappi bicycle shop treyt.org, address:
Vuolteenkatu 11
- ◆ Tampere Regional Solid Waste Management pirkanmaan-jatehuolto.fi/english
- ◆ Tamy's Organic Food Group ivuorinen.com/lrp (in Finnish)

- ◆ Waste Guide pirkanmaan-jatehuolto.fi/english →
Waste Guide
- ◆ Tampere flea markets kirpputorihaku.com/kirpputori/tampere

Opiskelijan Tampere (Student's Tampere)

Opiskelijan Tampere ry is a cooperative organ established by the student unions in Tampere. Let international students know about their website since they, like all Tamy members, are entitled to the services of Opiskelijan Tampere.

If the student you're tutoring is looking for a flat, the housing secretary of Opiskelijan Tampere may help (see the section "Housing"). The student may also look for an apartment independently on different websites and their housing or roommate search engines. Furthermore, the website provides information on the benefits for student card holders, available jobs as well as cultural and other freetime activities. At the online marketplace, one may find treasures or donate unnecessary items to somebody else.

More information: Opiskelijantampere.fi

WHEN THE INTERNATIONAL STUDENT LEAVES

If the international student you have been tutoring is leaving, be sure to remind them of some practical matters. As soon as they have completed their study module, the Registrar's Office sends a transcript of academic records to the student's home address, provided that the information in Nettiopsu is correct. The student must fill in "Transcript order form" before their departure. The transcript form can be obtained from the International Office or printed from the page Studies > Forms. The form must be handed in at the Registrar's Office. Erasmus programme students need the signatures of their school's international coordinator and a staff member of the International Office on their

original learning agreement (ECTS Learning Agreement) upon their arrival and before they depart for their home country.

A temporary tenancy contract between TOAS and an exchange student expires automatically. Those living in a TOAS flat have to return their key as soon as their tenancy has ended, and the flat has to be empty by 12.00 a.m. Moving out and travelling home must be arranged so that this doesn't cause any problems. TOAS performs an inventory of property in the flat and charges possible cleaning expenses from the deposit. The inventory is completed a few days before the day of departure so that the deposit can be returned to the student before they leave.

Those who have registered with the Finnish Population Information System should file an official notification of move. The student's Finnish bank account should be closed, other possible service agreements should be terminated and invoices should be paid.

For more information, see:

- ◆ Registrar's Office registrar@uta.fi
- ◆ Form for ordering the transcript of academic records [PDF]
http://www.uta.fi/studies/forms/address_transcript.pdf
- ◆ Notice of address change <http://www.posti.fi/changeaddress/>
- ◆ TOAS giving notice form <http://www.toas.fi/en/your-tenancy/giving-notice>
- ◆ Address change in Nettiopsu www.uta.fi/nettiopsu

GOOD TO REMEMBER

CHECKLIST FOR ENROLMENT

Try to avoid handling these matters simultaneously with the Orientation Course programme, so that the international student doesn't miss out on the important information shared on the course!

This checklist may also be used as a recommendation on how, and in which order, to take

care of things.

1. Collecting the key for the flat and, when necessary, signing the tenancy agreement at the TOAS office or some other housing agency.
2. Collecting the info package from the International Office located in the Main Building lobby in room A129.
3. Opening a bank account, paying the rent and Tamy's membership fee (remember the receipt!). Students coming from SEPA countries do not need a Finnish bank account. In case they wish to open an account, they should check out the bank services report by the Committee for International Affairs: tamy.fi > Activities > International > Supervision of Interests.
4. Enrolling into University, filling in the application form for a student card (remember to bring the receipt for the membership fee and a passport photo). This way the student gets their temporary certificate of registration and Basic User Account at the Registrar's Office. The student may also bring their passport photo to the Registrar's Office after enrollment.
5. Activating the Basic User Account after enrollment in the University. The BUA starts to work two days after activation.
6. Enrolling for courses in NettiOpsu or on the bulletin board for the respective discipline. The enrolling period starts very early especially with the Language Centre's Finnish courses.
7. Acquiring a travel card from TKL's office (and a temporary VR and Matkahuolto specific travel card, if necessary).
8. Collecting the Starting Kit from Tamy.
9. Acquiring a (mobile phone) subscription and/or a mobile phone.
10. Joining the IS e-mail list.
11. Collecting the student card from the Tamy office roughly three weeks after enrollment.

12. Registering one's right of residence at the local police station within three months of arrival (students from EU and EEA countries).

PRACTICAL MATTERS

It might be a good idea to go through the matters listed below with the student. This obviously depends on how much initiative the student wants to take. If you're running low on topics for conversation, this list provides a momentary relief.

In everyday life:

- ◆ The Finns' concept of time is very precise. If the student is running late, it is polite to notify anyone who might be waiting for them. Deadlines for course registration are fixed. At the University, however, the lectures usually start fifteen minutes past the hour.
- ◆ In Finland, silence is not considered awkward. The speech culture in Finland differs from many other countries.
- ◆ In Finland, shoes are taken off indoors and left in the vestibule.
- ◆ Finland's strict tobacco laws forbid smoking in public spaces, such as bars. University cafés are non-smoking areas, and it's forbidden to smoke inside flats.
- ◆ Recycling centres and flea markets are good places for an international student to shop. Second-hand bicycles are also available.
- ◆ People are legally bound to use a luminous tag as well as a flashlight when it's dark outside, and they must wear a helmet while riding a bicycle.

At the University:

- ◆ Students must be silent and not disturb others during examinations. Actual cheating in exams is rare and has heavy consequences.
- ◆ University offers affordable sports services at sports centre Atalpa. The Atalpa fee for one semester must always be paid at the sports office, but the fee for the entire academic year can be paid simultaneously with Tamy's membership fee.
- ◆ You can borrow books from the University Library with your student card. The

libraries operate on a self-service basis. There are also plenty of books and other material in foreign languages at the city libraries. If a book is overdue, you must pay a "penalty" fee, and if you don't return the books at all, a borrowing ban may occur. You should emphasize the importance of deadlines, especially when it comes to set books.

◆ It is possible to load meals on the student card in Juvenes restaurants for a price lower than usual. You should also let the student know which are the least expensive grocery shops.

During free time:

◆ ESN language groups offer informal language teaching with a native speaker.

◆ It might be a good idea to mention a few things about travelling in Finland. You can tell the student about ESN's student trips to Lapland and Russia.

◆ Inform the student on various activities provided by student associations, Tamy's hobby associations and committees and, if elections are taking place, student politics as well.

For more information:

◆ Atalpa www.atalpa.com → In English

◆ ESN activities www.esnfint.org

◆ Juvenes discounts and benefits www.juvenes.fi

◆ News for international students www.uta.fi/english/news

◆ The city main library Metso [PDF]
<http://www.tampere.fi/kirjasto/mamut/englanti.pdf>

◆ University Sports
<http://www.uta.fi/studies/sports/index.html>

USEFUL VOCABULARY

Academic year

lukuvuosi

Account of the applicant's studies	selvitys opiskeluhistoriasta
Admission	opiskelijavalinta
Application for student accommodation	asunnonvarauslomake
Bank account	pankkitili
Bank deposit	pankkitalletus
Bank receipt	pankkikuitti
Basic User Account	peruspalvelutunnus
Computer Centre	Tietokonekeskus
Computer facilities	ATK-palvelut
Course enrolment	kursseille ilmoittautuminen
Curricula Guides	opinto-opas
Degree student	tutkinto-opiskelija
Dental care	hammashoito
Emergency	päivystys
Exchange student	vaihto-opiskelija
Finnish Student Health Service FSHS	YTHS
Insurance	vakuutus
International Office	kansainvälisten asiain toimisto
Inventory of property	asunnontarkastus
Language Centre	Kielikeskus
Learning agreement	opintosuunnitelma
Letter of Acceptance	hyväksymiskirje

Local Register Office	maistraatti
Local transport	lähiliikenne
Main building	Päätal
Means of support	toimeentulselvitys
Municipality of residence; Place of domicile	kotikunta
Notice of vacation	poismuuttoilmoitus
Notification of removal and civil registration	muuttoilmoitus ja rekisteröinti
Ombudsman for minorities	vähemmistövaltuutettu
Orientation Course	orientaatioviikko
Passport	passi
Receipt for payment	maksukuitti
Personal identity number	henkilötunnus
Population Information System	väestörekisteri
Postgraduate student ; PhD student	jatko-opiskelija
Sorting waste	jätteiden lajittelu
Registrar's Office	aktuaarinkanslia
Registration information on foreigner	ulkomaalaisen rekisteröinti-ilmoitus
Rental deposit	vuokratakuu
Reservation fee	varausmaksu
Residence permit	oleskelulupa
Residence permit application	oleskeluluvan hakemuslomake
Right of residence; Municipality of residence	kotikuntaoikeus

Scholarship	apuraha
Semester	lukukausi
Student association	ainejärjestö
Student card	opiskelijakortti
Student certificate	opiskelijatodistus
Student health service	opiskelijaterveydenhuolto
Student Union	ylioppilaskunta
Tampere Student Housing Foundation	TOAS
Tax Office	verotoimisto
Teaching schedules	opetusohjelma
Temporary accommodation	tilapäismajoitus
Transcript of academic records	opinto-ote
Travel card	matkakortti
University enrolment; registration	ilmoittautuminen yliopistoon
University Information Booth	opastus
Visa	viisumi