



Instructions for Paying the Student Union Membership Fee

Spring 2013

You have already received information about the Student Union membership fee. Here are the more specific instructions on how to proceed with paying the membership fee and ordering your student card (Lyyra card).

Option 1: Pay before arriving in Finland

- 1) Follow the previous instructions given on how to pay the Student Union membership fee via bank transfer.
- 2) When you attend Welcome Fair on the 8th or 9th of January, bring the receipt of your payment. Present the receipt at the desk when you receive your Letter of Attendance, this is when your membership will be confirmed. The Letter of Attendance also states your student number.
- 3) Apply for the student card (Lyyra card) online.
 - ✓ www.lyyra.fi/en
- 4) Come to the office of the Student Union to pay for your student card. Your order is complete only after this payment.
 - ✓ Address of the Student Union: Mannerheimintie 5 A, 1st floor
 - ✓ Office hours: Monday 10 am – 5 pm, Tuesday –Friday 10 am – 3 pm (closed 10th of January)

Option 2: Pay in Finland, before Welcome Fair

- 1) Come to the office of the Student Union before attending Welcome Fair. Pay the membership fee at the office in cash or by credit card. You can also order your student card (Lyyra card) at the office of the Student Union and pay for the card. Your order is complete only after this payment.
 - ✓ Address of the Student Union: Mannerheimintie 5 A, 1st floor
 - ✓ Office hours: Monday 10 am – 5 pm, Tuesday –Friday 10 am – 3 pm (closed 10th of January)
- 2) Attend Welcome Fair, receive your Letter of Attendance.

Option 3: Pay in Finland, after Welcome Fair

- 1) If you did not pay your Student Union membership fee before Welcome Fair, you may still pay it afterwards until 31st of January. If you arrive in Finland after this date, you should join the Student Union within five working days. You can pay the membership fee via bank transfer or at the office of the Student Union.
- 2) Apply for your student card (Lyyra card) online or order it at the office of the Student Union on the same visit as you are paying your membership fee. If you paid by bank transfer, please remember to bring your receipt of paying the membership fee. Your order is complete only after paying the card and membership fee.
 - ✓ Address of the Student Union: Mannerheimintie 5 A, 1st floor
 - ✓ Office hours: Monday 10 am – 5 pm, Tuesday –Friday 10 am – 3 pm (closed 10th of January)
 - ✓ www.lyyra.fi/en
- 3) After paying the membership fee, please go to the Student Services at the University of Helsinki to collect a new Letter of Attendance, which confirms your membership.
 - ✓ Address of Student Services office: Fabianinkatu 33
 - ✓ Office hours: Mon 10.00-16.30, Tue 10.00-15.30, Wed 10.00-16.30, Thu 10.00-15.30, Fri 10.00-15.00