



## Check List for Things to Do – For Students Arriving after the Welcome Fair

Dear Exchange Student, after arriving in Helsinki, please come to one of the Service Points of the Student Services for instructions and important certificates. Please note that the Service Point, which is specialized on questions related to your host Faculty, is the place where to go for Learning Agreement signatures (during International Exchange Services office hours).

International Exchange Services office hours: <https://www.helsinki.fi/en/studying/contact-us/international-exchange-services>

Student Services office hours: <https://www.helsinki.fi/en/studying/contact-us/student-services>

### Service Points:

#### City Centre Campus

- Faculties of Arts and Theology
  - Forest House, 3<sup>rd</sup> floor, room C305
  - Unioninkatu 40
- Faculty of Behavioural Sciences
  - Minerva Building
  - Siltavuorenpenger 5, room K1 141D
- Faculties of Law and Social Sciences
  - Swedish School of Social Science, Snellmaninkatu 12

#### Kumpula Campus

- Faculty of Science
  - Physicum, 2<sup>nd</sup> floor
  - Gustaf Hällströmin katu 2a

#### Meilahti Campus

- Faculty of Medicine
  - Biomedicum 1, 3<sup>rd</sup> floor
  - Haartmaninkatu 8

#### Viikki Campus

- Faculties of Agriculture and Forestry, Biological and Environmental Sciences, Pharmacy, Veterinary Medicine
  - Infocenter Korona, 3<sup>rd</sup> floor, room 344
  - Viikinkaari 11

### Instructions – Check list

1. Certificate of Student Status
  - a. Receive your University of Helsinki's Certificate of Student Status from the Student Services (Service Points above). The certificate includes your student number.
  - b. Have an ID with you.
2. Student Union Membership Fee
  - a. If you want to join the Student Union, you will need a certificate for joining late. You can get the certificate for joining the Student Union from the International Exchange Services or the Student Services. If you want to join the Student Union, you have to do it within five days of arrival, by bringing the late arrival form and paying the Student Union Fee at the Student Union, street address: Mannerheimintie 5 A. If you have paid the fee in advance, show the receipt at the Student Services.
3. Arrival Certificate
  - a. If you have an Arrival Certificate from your home University (some Erasmus exchange students), you can give it to the International Exchange Services or the Student Services to be signed.
  - b. Your home University has given you a form for this, if they have an arrival certificate. This is not a form from the University of Helsinki.
4. Travel Card discount (not available to doctoral students)
  - a. Certificate from the International Exchange Services or the Student Services.
  - b. Go to HSL Travel Card office. Customer Services at Rautatietori (Central Railway Station) Metro Station, Itäkeskus Metro Station and in Pasila <https://www.hsl.fi/en/customer-service>.
  - c. Have an ID with you.
  - d. Journey planner: <http://www.reittiopas.fi/en/>
5. User account
  - a. Go to Learning Centre Aleksandria, Fabianinkatu 28, room 132 to get your computer user account and password. Open on Mondays and Thursdays from 9 a.m. - 4 p.m. during September 2016. For changes in opening hours, please see Helpdesk's front page.



- b. Have an ID and Certificate of Student Status with you.
  - c. There are Computer Stations on all campuses.
  - d. October 2016 onwards, fill in an application for user account at <https://helpdesk.it.helsinki.fi/en/instructions/logging-and-connections/user-account/applying-access-rights>
6. Student Card
- a. If you have joined the Student Union, you can apply for a Student Card online, [www.myfrank.fi/en](http://www.myfrank.fi/en) or at the Student Union office.
  - b. You need your student number, it is listed on your Certificate of Student Status.
  - c. The student card is available to Student Union members only.
7. Registration for courses may have ended
- a. Contact the teacher and ask if you can join the course. Name of the responsible teacher can be found in Weboodi.
  - b. If the registration for a course has not ended, please register at Weboodi, [www.helsinki.fi/weboodi](http://www.helsinki.fi/weboodi) as soon as possible, you will need your computer user account for this.
8. Register at the Immigration Police, if necessary (EU citizens): Detailed information can be found on the New Students website at <https://www.helsinki.fi/en/studying/new-students/arriving-and-settling-in>
9. Update your Finnish address and telephone number in Weboodi

Other useful information:

- All practical information can be found on the New Students website at <https://www.helsinki.fi/newstudents>
- Register for the student organization email lists / join Facebook groups
  - o TSEMPPI Organization for International Degree Students [www.tsemppi.com](http://www.tsemppi.com)
  - o ESN Erasmus Student Network : [www.facebook.com/uni.helsinki.ESN](http://www.facebook.com/uni.helsinki.ESN)

International Exchange Services  
[studentexchange@helsinki.fi](mailto:studentexchange@helsinki.fi)