

Checklist for new employee

Things to do *before you arrive*

- Contact the receiving faculty/unit.
- Ensure you have a contract of employment.
- Apply for a residence permit or visa well in advance if you need one.
- Start organising housing.
- Make travel arrangements.
- Acquire travel and health insurances; the insurance provided by the university does not cover leisure time or family members.
- Plan family-related matters (e.g. school, day care, insurance, studies).
- Take care of necessary health related-issues, including medication.
- Check if you need an E101/A1 certificate or other certificate concerning social security.
- Take care of all necessary documents; take a photocopy of important documents and a copy of the personal details page of your passport and visa stamp.
- Please take into consideration the Apostille Convention and acquire certified translations before arriving to Finland.

Things to do *after you have arrived*

- Meet your faculty/unit contact person.
- Finalise your work contract if it was not done before your arrival.
- Register your right of residence depending on the duration of your stay and country of origin. www.enterfinland.fi
- In order to receive your personal identity number, please book an appointment in advance in the appointment system of Finnish Immigration Service. After this please visit the Service point in Rovaniemi. If you are staying for a shorter period and need a Finnish identity number for tax-related purposes, you can get it from the Tax Office or Social Insurance Office as well.
- Visit the local tax office to get a Finnish Tax Card, remember to return it to the University's Salary Office.
- Apply for Finnish Social Insurance benefits and a KELA-card at the Social Insurance Office if you are entitled to them.
- Make a Notification of move and change of address in the Register Office or in the Post if staying for over three months.
- Open a bank account; your salary will be paid into your bank account.
- Provide a mobile phone subscription and also an Internet connection if you need one.
- Sign up for the University's international e-mail list via: international.relations@ulapland.fi
- Join the Finnish Friend programme if you are willing.
- Get to know your new home town Rovaniemi. 😊

Things to do *before your departure* from Rovaniemi

- Return your work keys, phones, computers to the faculty/unit.
- Ask for a work certificate from the faculty/unit.
- Cancel all the contracts: housing, electricity, water, bank account, internet, phone. Please do not close your bank account before your last salary.
- You may be due a tax refund, so notify the Tax Office if you close your Finnish bank account.
- Make a Notification of move.
- Take care of possible formalities to your home country.
- Have a safe trip back home.