

Checklist for grant receiver

Things to do *before you arrive*

- Contact the receiving faculty/unit.
- Ensure you have a contract on your research visit or training period. Ask for the invitation letter or other confirmation from the receiving institution as well if you need one.
- Apply for a residence permit or visa well in advance if you need one.
- Start organising housing.
- Make travel arrangements.
- Take care of your insurance coverage. Please notice that you are not insured even at work.
- Plan family-related matters (e.g. school, day care, insurance, studies).
- Take care of necessary health related-issues, including medication.
- 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.
- Enrol as a researcher or doctoral student, your user account details will be given after this.
- 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.
- 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 over three months.
- Open a bank account.
- Acquire 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 to the faculty/unit.
- Cancel all the contracts: housing, electricity, water, bank account, internet, phone.
- Make a Notification of move.
- Take care of possible formalities to your home country.
- Have a safe trip back home.