

# Practicalities for tutoring international students 2020-2021

**Congratulations, new international tutor!** We are excited that you have decided to become a tutor – your role is really important when international students are settling down in the Aalto community, and we hope that the experience is also rewarding to you. These following slides will work as an introduction to the practicalities that you should be aware of as a tutor.

# Tutor's tasks & to-do

## Before your student arrives

- Attend tutor trainings / do the training assignments
- Accept the commitment for international student tutors
- Make sure you know your school's contact person
- Contact your student as agreed with your school
- If agreed, pick up the keys for their apartment
- Agree on a meeting upon arrival with your student
- Make communication easy – create a group chat

## Tips for contacting the new student

**Introduce yourself** – who you are and what are your main responsibilities (and tell that you're a student, not a staff member!). **You can also ask how their arrival process is going** – encourage them to look for an apartment well in advance.

## During and after arrival

- Pick up or meet the student when they arrive
- Be present during orientation week and participate
- Introduce the campus, study facilities and student culture
- Help with enrolment and arrival processes, if possible
- Organize at least one meeting after the orientation week
- Write a report and submit it by the given deadline

Aalto is the  
37th most  
international  
university in  
the world.

Times Higher Education 2020

## Who will you be tutoring?

### International students can be...

#### ...exchange students (~ 1000 annually)

- one or two semesters at Aalto
- from different partner universities and exchange programmes: Erasmus, Bilateral etc.
- EU/EEA-student or non-EU/EEA student

#### ...degree/double degree students (currently around 2000 students)

- **degree students:** will complete a degree at Aalto (Bachelor's or Master's), staying usually at least two years
- **double degree students:** will complete a joint degree at Aalto and another University or Universities, (physically) at Aalto for 1-2 semesters
- EU/EEA-student or non-EU/EEA student

Next slides follow the path for each  
group of students.

# Student path

## BEFORE ARRIVAL

### Congratulations, you are now a student at Aalto!

- take care of your tuition fees (only degree student outside EU/EEA countries)
- enrol as an attending student
- apply for visa or residence permit (students outside EU/EEA countries) and take care of other practicalities
- get a health insurance
- apply for accommodation
- activate your Aalto user account (after 1st of August)
- compile needed documents

## AFTER ARRIVAL

### Welcome to Aalto University!

- participate in the orientation
- register your right of residence (EU/EEA students)
- take care of other practicalities: living, banking, student card..
- know how to get around

Next we go through each of these steps.

# Taking care of tuition fees

## Things for a tutor to know

- **Degree students** who are citizens of countries **outside the EU/EEA and Switzerland** are generally required to pay tuition fees (12,000–15,000 €)
- Aalto's scholarships cover 50% or 100% of the tuition fee
- Invoice and instructions sent by the university
- The tuition fee must be paid before the enrolment
- Sufficient funds for tuition fee and living costs (560 e/month) required when applying for residence permit
- **Note for 2020!** Aalto will offer no discounts in case studies start remotely

**Important note!** Tutors are **not expected** to guide international students with questions regarding the tuition fees – if you or the student do not know the answer, always ask to contact Students Services! [studentservices@aalto.fi](mailto:studentservices@aalto.fi)

**BEFORE  
ARRIVAL**  
(degree)

**AFTER  
ARRIVAL**  
(exchange)

# Enrolment

## Generally enrolment process includes:

### Joining the student union AYY

- Compulsory for degree students, voluntary but recommended for exchange students ([instructions](#))



### Enrolment to the university

- Online on Studyinfo (OILI) or manually with the Student Services (depending on your status)
- after the enrolment, the student should have also an Aalto IT account and necessary forms, such as a certificate of student status (läsnäolotodistus)

All new international degree students should enrol at the university, preferably by **29 July 2020**

- instructions given by their own school with admission letter, ask to follow them

**Updated enrolment instructions will be sent to the students from their own schools**

- practices may vary a bit between the schools & degree/exchange students
- student should follow the instructions received from the school!

BEFORE  
ARRIVAL

AFTER  
ARRIVAL

## Finnish Immigration Service (Migri)

### Outside EU/EEA countries

**Residence permit** needs to be applied before arrival, start application as soon as possible

**NOTE!** Due to the coronavirus, there are some challenges in the application processes. Follow [Migri's updates](#).

### EU/EEA citizens

**Registration of residence** at Migri if staying in Finland for 3+ months non-stop (can be done after arrival)

Can be applied online, but a personal appointment is also required at Migri's service point – book in good time!

# Residence permits and registrations

## Digital and Population Data Services Agency (DDV, former Maistraatti)

### Degree students

(students staying for at least 1 year)

All **MUST** register regardless of nationality – a permanent address needed for registration

For getting a **home municipality** (kotikunta) and a Finnish personal ID code (if not already issued by Migri)

### Exchange students

(and double degree students – students staying for less than 1 year)

Registration is **not** required

Exchange students are not usually granted a home municipality – **however**, if there is a need for a Finnish ID code and it hasn't been issued by Migri, exchange students can also register

# Getting a health insurance

- **Students outside the EU/EEA countries** are required to have a sufficient **private health insurance** for the residence permit – [more info here](#)
- **Students from EU/EEA countries** should have a **European Health Insurance Card (EHIC)** when arriving in Finland – gives access to public healthcare also in cases of emergency
- All students with a **home municipality** (degree students) should have access to municipal healthcare with the same costs as locals
- **FSHS** (Finnish Student Health Services or YTHS) provides basic healthcare services for students (but no emergency services) – **NOTE FOR 2021!** Starting from 2021, FSHS will only be available for degree students. Autumn 2020 payments still through AYY, 2021 onwards through Kela (the Social Insurance Institution of Finland).



BEFORE  
ARRIVAL

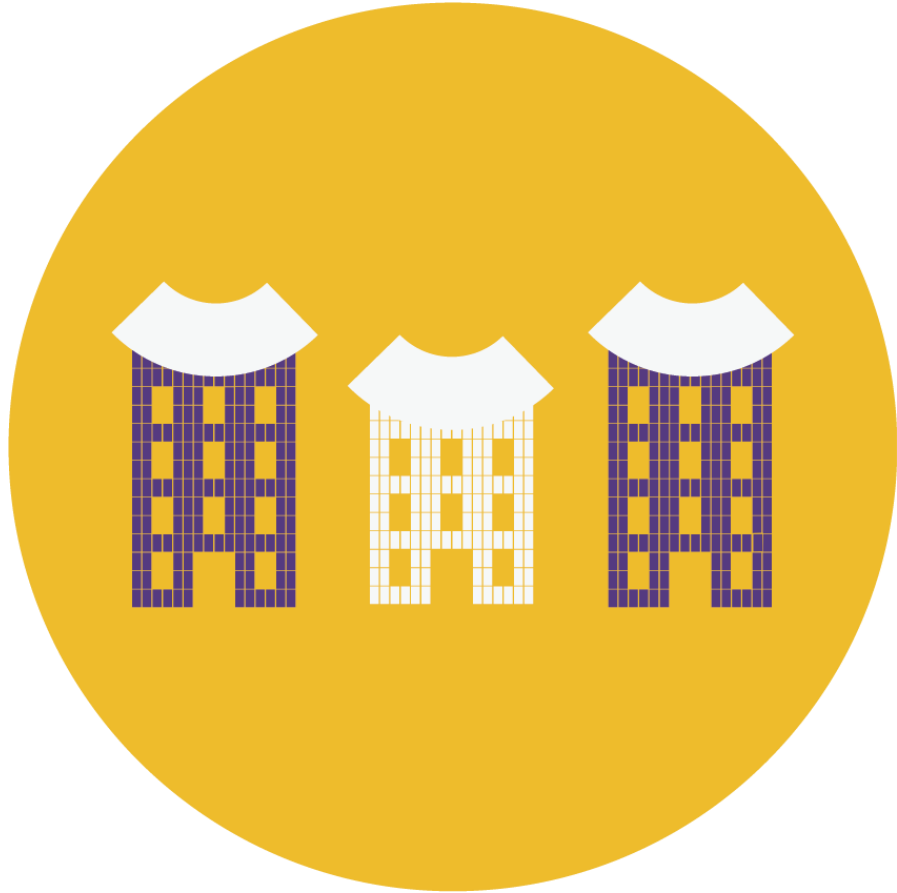
# Applying for accommodation

## Students receive applying instructions from their schools

- **HOAS** and **AYY** are the main providers, but cannot accommodate all students – check also the private market, Forenom, Facebook groups, Sharetribe, Unihome + tips from [Into about housing](#)
- Apply early and simultaneously through various channels – accepting the first offer is recommended
- If questions/problems regarding tenancy agreement, advise the student to contact the housing provider/landlord directly

## Tutors can help in picking up the keys and finding furniture

- Check the **key pick-up** practicalities from your own school – if you pick up the keys from a housing office, you need an [authorization letter](#) from the international student
- For finding **furniture**, check out [Reuse & Rescue](#) in Otaniemi for renting homeware kits + finding recycled furniture



# Compiling necessary documents

## EU citizens

- necessary travel documents
- identity card or passport (passport recommended)
- European Health Insurance Card
- letter of acceptance from Aalto
- proof of financial means to support your studies (for example Certificate of your Erasmus grant)
- few passport-sized photographs
- prescriptions if you are on medication
- some euros (cash)

## Non-EU citizens

- necessary travel documents
- passport and residence permit
- proof of health insurance
- letter of acceptance from Aalto
- proof of financial means to support your studies
- few passport-sized photographs
- prescriptions if you are on medication
- some euros (cash)



AFTER  
ARRIVAL

# Participate in the orientation

**Online pre-orientation** available 1.8.2020 onwards  
[on MyCourses](#) (IT account should be activated)

**Orientation week 31.8.–4.9.2020**, also beginning of  
**January 2021** for spring term exchange students

- Exact dates and schedules are sent to the students from their own schools
- **All new students should participate**, and tutors should be available for the entire week
- **NOTE!** For now, autumn semester is expected to start normally – some distant-learning options might be available for some programmes

AFTER  
ARRIVAL



# Important cards

## Student card

- **for AYY members:** free digital card (for iOS and Android) or a paid plastic card
- digital student requires a Finnish personal ID code or a student number
- must be applied online at [frank.fi](http://frank.fi)
- the receipt of the paid membership fee should be saved until the card is ready

## HSL travel card

- **exchange & double degree students:** HSL form for **exchange** students from student services
- **degree students:** HSL form for **degree** students from students services (note: permanent address & home municipality must be registered for discount)
- HSL app: Finnish ID code and online banking credentials required
- HSL cards are also used as **key cards** in Väre and the Learning Center

## + library card

- get a library card for the university library from the [Learning Centre](#)

# Other practicalities



## Student life

Help out new students in practical matters related to student life

- events, student associations, guilds and **how to join them**
- academic quarters and other **study culture** features, groupworks etc.
- student cafeterias and moving around the **campus** – school specific materials guide students when and where to arrive
- **wellbeing resources** – study psychologists, sports, healthcare, Starting Point of Wellbeing



## Living

- remind students that most apartments are unfurnished and might also have no electricity when arriving
- please tell about the rules and practicalities of living in shared apartments: **recycling, night-time peace**, etc.
- how to move around, socialise and live sustainably on campus? You can share tips from [here](#)
- share tips for grocery stores and cafeterias – where to find food for different diets etc.



## Banking

There have been some difficulties to open a bank account as an international student – practices vary between banks

- **if problems occur and banks deny any service, please contact AYY**

Banking steps for the student

- make an appointment at the bank well in advance (tutor can help)
- confirm with the bank the required documentation (most likely residence permit, acceptance letter from Aalto, passport, address in Finland, account details if available, Finnish ID code, sometimes Finnish ID card and proof of origin for cash deposits)

# How to help and where to ask?

- [Into portal](#) provides information for all international students
- MyCourses [pre-orientation](#)

## AYY

- [imran.shamsul@ayy.fi](mailto:imran.shamsul@ayy.fi) / Board member, internationality and new students
- [tuulia.telin@ayy.fi](mailto:tuulia.telin@ayy.fi) / Specialist, new students
- [rosa.vaisanen@ayy.fi](mailto:rosa.vaisanen@ayy.fi) / Policy Specialist, international affairs

## Aalto

- Exchange student tutors: exchange coordinators of your own school
- Degree student tutors: programme coordinators
- [admissions@aalto.fi](mailto:admissions@aalto.fi) for admission-related questions