



GUIDE TO INTERNATIONAL DEGREE STUDENT SERVICES
IN THE METROPOLITAN AREA

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ACKNOWLEDGEMENTS

Helsinki Education and Research Area 2 (HERA 2) team at the University of Helsinki would like to thank a variety of people consulted due to the wide scope of this report, among them Suvi Rasimus, Legal Advisor at KELA, Anne Siltala, Irma Garam and many other helpful people at CIMO, Timo Bergman, Socio-political Secretary and Janna Koivisto, Secretary for International Affairs at SAMOK, Hanna Viitala, Chief of School and Student Health Care at the City of Helsinki Health Centre, Eija Prossor at Oy Culture Plus Ltd, Riitta Ylätaalo at Helsinki Employment Office Kluuvi Centre, Leena Itkonen and other staff of University of Helsinki Career Services, Anna-Maria Byman and other staff of University of Helsinki Student Services, Leena Salo at Student Aid and Seija Anttonen as well others at International Services at the University of Helsinki, and Ilkka Turunen and Eero Koskenniemi from the Ministry of Interior.

On behalf of HERA 2 team, I would also like to thank all the international affairs officers at the Universities and Polytechnics/ Universities of Applied Sciences in the capital area taking part in the HERA project for their help at one point or another, especially Tarja Hoyer from Haaga-Helia University of Applied Sciences as well as Kirsi Paaso and others from Helsinki Polytechnic Stadia. Sincere thanks also to the helpful people at the Ministry of Education, Armi Malmström and others from the Finnish Student Health Service (FSHS), Anne Kettunen, Sofia Lindqvist and Katja Långvik from the Student Union of the University of Helsinki, and Ilona Mäkinen and others from the Student Union of the Helsinki University of Technology, as well as Pilvi Vanne and others from the Social Insurance Institution of Finland (KELA), and Leena Huovinen from the Parish Union of Helsinki.

Many of these people and some others have also participated in the working group to revise the report; sincere thanks to all of them. A special thanks to the international students interviewed about their life in Finland, as well as for Susanna Wolkoff from University of Helsinki Strategic Planning and Development Department for her excellent guidance in this process, as well as the Head of the HERA 2 team Mikko Toivonen, and the others working in the HERA 2 project, especially Filipp Zimin, Ira Leväaho and Jaakko Turunen for their advice and background material, and Johanna Viitasalo for the language check.

Marja-Liisa Helenius
Editor

1. INTERNATIONAL STUDENTS IN FINLAND

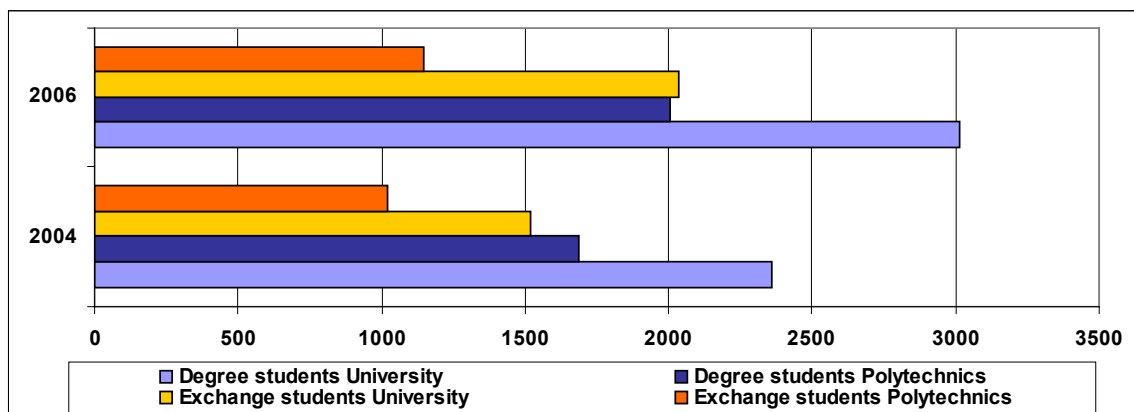
The universities and polytechnics/ universities of applied sciences in Finland are becoming more international, and more and more attention is paid to providing adequate services and counselling for international students. The number of international students in Finland is indeed growing rapidly. The numbers vary a lot according to the source and the manner of calculating, but the tendency to rapid growth can be seen in all the statistics. The number of exchange students is growing rather consistently, whereas the growth in the number of international degree students has accelerated in the past years (Chart 1: International Students in the Metropolitan Area).

International students coming to study in Finland can be divided into **long-term** and **short-term** students. The long-term students consist of undergraduate degree students – studying for bachelor’s degree or master’s degree – and post-graduate students, studying for a Ph.D. or equivalent, as well as other researchers, who are working under a contract but not necessarily to obtain a degree. The short-term students include exchange students, usually coming to Finland via one of the many international exchange programs for a period of 3-9 months, visiting students and trainees coming to a Finnish university or polytechnic for a work practice period.

There are a lot of services available for international students in the Metropolitan area, both by the educational institutions, by the public sector and several foundations. Students themselves need to be active in finding out how to obtain these services.

The purpose of this guidebook is mainly to provide useful information and contacts for long-term students, but much of the information concerns short-term students as well. Hope-

Chart 1. International Students in the Metropolitan Area



Source: Appendix 1

fully this guidebook will provide some useful advice for students in their effort to integrate into Finnish society. It may seem difficult at times due to the language and other barriers, but the ultimate aim is to make international students feel welcome and learn to appreciate the many good aspects of the Finnish culture and society and especially working life.

2. ARRIVING IN FINLAND

“I wanted a different experience”

Luis applied to Finland to study, because he wanted to experience a culture different from his own in Mexico. He also wanted to come to Finland because he knew that it would be possible to study and get by in English. Despite a few minor problems with the application procedures and finding accommodation, Luis is happy with his decision and the job he got in Helsinki. He thinks Finnish people are very friendly and helpful.

-Luis*, Mexico, Helsinki School of Technology

* Names changed.

2.1. Legislation

A new legislation proposition on the Alien Law regarding residence (HE 277/2006 vp) as well as a proposal on the law on foreigner's right to domicile (HE 206/2006 vp) have been passed in the Finnish Parliament. The purpose of these propositions is to bring closer the requirements for obtaining a residence permit and the requirements for granting domicile, and make the procedures more coherent.



Picture: Ida Pimenoff

2.2. Visas

When students have applied to a Finnish higher education institute, they are either rejected, accepted based on application, or invited to the entrance examination. Students who are not citizens of EU/EEA or equivalent countries (Switzerland) need to obtain a visa from a Finnish embassy or mission **before entering Finland**. It may be difficult in some cases, for individual embassies and diplomatic institutions have the right to reject a visa application for various reasons. Those coming from non-Schengen countries need to obtain a visa before coming to Finland. **For example, the largest international student groups at the University of Helsinki, Russian and Chinese students, are included in this group.**

2.3. Residence Permits

If the student is admitted to a Finnish higher education institute, he or she must apply for a residence permit if his or her stay will exceed 3 months. According to the changes to the Alien Law, **having a health insurance valid in Finland is a requirement for obtaining a residence permit after 1st of September 2007** (more about the insurance in section 3.3.1.).

EU citizens

Citizens of Nordic and EU/ EEA countries, and Switzerland, do not need a residence permit. However, with the exception of citizens of Nordic countries, international students **must register at the local police office to obtain a certificate of residence.**

Non-EU citizens

A student outside the EU/ EEA area should apply for the first residence permit in their home country before arriving in Finland, or possibly in a third country. This may be **problematic for students taking an entrance exam**, as they cannot apply for the permit before hearing the results of the exam and would therefore have to travel back to their country of origin. In order to obtain the residence permit, students need to present **proof of subsistence** (see 2.4.) and **insurance** (3.3.1.).

The application for a residence permit must be accompanied with a clarification of studies. They should be submitted at the local police station (contact information below).

The applications are available online at

<http://www.uvi.fi/netcomm/content.asp?article=1991>

The processing times of the applications vary a lot according to the case. The Directorate of Immigration has established a separate team to process the applications for students applying for the first residence permit, to reduce the processing period. The aim is 17 days, but this depends on the case and also on the time of year; the summer period is the busiest, and usually it takes over a month. Sometimes the procedure can even take several months. Therefore the Directorate of Immigration advises the students to **apply for the residence permit as early as possible**. The applicant's passport will be held by the officials during this period, and even though the passport can be requested back, this may extend the processing period even further.

The average processing times can be found at

<http://www.uvi.fi/netcomm/content.asp?article=2580&language=EN>

Those from outside the EU/ EEA area must also **renew their residence permit every year**. For this the student needs to have **a certificate of studies to prove sufficient progress**. In practice, the police mainly check that the person is a full-time student. For university students, the required amount of credits is 48 ECTS, and for a student from a polytechnic/ university of applied sciences the required amount is 50 ECTS. The time of the renewal process also varies, and the student should renew the permit as early as possible.

A residence permit may either be **for fixed-term or permanent**. There are three types of residence permits (www.uvi.fi/en):

- 1) Fixed-term, continuous – letter A
- 2) Fixed-term, temporary – letter B
- 3) Permanent, valid until further notice – letter P

A fixed-term residence permit is granted according to the nature of residence either as a temporary or a continuous residence permit. The first permit is usually granted for a year, unless the residence permit is specifically applied for a shorter period.

The student residence permit is always temporary (Fixed-term, B). It is usually granted for a year at a time, and expires as soon as the studies end. According to the new legislation, however, the student can obtain **an extended residence permit to up to 6 months in order to stay and look for a job after graduation**. The procedure is not as strict for students from the OECD countries.

A permanent residence permit can be granted to a person who, by virtue of a continuous residence permit, has resided in Finland for four years without interruption. The person is allowed to travel, but they must have a valid residence permit at all times and must live primarily in Finland. It is important to note that **the time spent in Finland with a student visa is not taken into consideration when applying for a permanent residence permit, if the primary purpose for coming to Finland was studying.**

The family members of residents wishing to move to Finland must also have a residence permit. The permit can be granted on the basis of family ties. The Finnish definition of family is more restricted than in many other countries, and it is defined in the Finnish law. According to the Alien Law (statute 37), **a family member is a spouse or a legally registered partner, an underage child or any child whose legal guardian the person is.** A partner can be equated to a spouse regardless of the sex if the partners have lived in the same household for over two years. If the partners share the custody of a child, there is no time requirement. In some cases it is possible for children over 18 years of age or for the parents of the student to be included in the definition of family members, if the person living in Finland is their actual caretaker.

Local Police Offices (to obtain residence permits)

| Helsinki | Espoo | Vantaa |
|------------------------------|--------------------------------|---------------------------|
| Viljatie 2 B, 00700 Helsinki | Nihtisillankuja 4, 02630 Espoo | Kielotie 21, 01300 Vantaa |
| Tel. +358 9 189 3220 | Tel. +358 9 525 4739 | Tel. +358 9 873 0463 |

Directorate of Immigration www.uvi.fi/en

Immigration issues: ulkomaalaisvirasto@uvi.fi

Other inquiries: Mon-Fri 9-15

Ministry for Foreign Affairs of Finland

www.formin.fi/english

2.4. Subsistence

In order to obtain a residence permit to live in Finland, the student must have proof of sufficient financial means of supporting him or herself. Students from the EU/ EEA countries need to clarify in their application how they plan to finance their studies, but **students from outside these countries are required proof of subsistence.** In practice, the student must present a bank statement of 6000 euros every year, or alternatively of 500 euros every month, when the residence permit is being renewed. If the student has a part-time job in Finland, this amount can be reduced.

2.5. Domicile Legislation

In order to be entitled to municipal health care services, a student coming from a non-EU/ EEA country must be **granted domicile (kotipaikka), i.e. he or she must have a permanent address in one of the municipalities in Finland**. New legislation on the foreigner's right to domicile (HE 206/2006) was implemented on the 1st of September 2007. Previously, the procedure for granting domicile has varied according to the municipality. The **change to legislation** should make the procedure more consistent. **It allows all international degree students whose studies will last at least 2 years the right to apply and be granted domicile in any of the municipalities in the metropolitan area (Helsinki, Espoo, Vantaa, Kauniainen). This entitles them to municipal health care services, but not to Finnish social security (KELA) benefits.** This applies to all students from outside the EU area. **The student must get a certificate from their institution of study to prove the length of their studies.**

The student can apply for this in their home country if they have registered in advance to their institution of study. They can also apply for it in Finland, but it will take a few months. The student should go to the Local Population Registration Office (Maistraatti), with their passport (and visa), the information about their Finnish address, and fill out a form labelled "Notification of Moving/ Change of Address". They will be registered in the Finnish population information system, and receive a Finnish ID number.

Local Population Registration Offices

| Helsinki | Espoo | Vantaa |
|---------------------|----------------------|----------------------|
| Albertinkatu 25 | Itätuulentie 2 A | Kielotie 15 |
| 00181 Helsinki | 02101 Espoo | 01301 Vantaa |
| Mon-Fri 8:00-16:15 | Mon-Fri 8:00-16:15 | Mon-Fri 8:00-16:00 |
| Tel. +358 9 695 441 | Tel. +358 9 502 4270 | Tel. +358 9 836 2480 |

Finnish Population Register Centre www.vaestorekisterikeskus.fi

Local Register Office www.maistraatti.fi

Finland Post Corporation www.posti.fi (forms for registration)

3. STUDENT SERVICES AND BENEFITS – INFORMATION AND SUPPORT

3.1. Student Union Membership and Benefits

Student union membership is obligatory for all undergraduate and graduate students (Bachelor's and Master's students) at universities in the metropolitan area. The students become automatically members of the student union in their respective schools, because paying the annual fee is obligatory for them. **For post-graduate students, joining the student union is optional.** However, if the post-graduate student also has a right to study for an undergraduate degree, the membership is obligatory. Also exchange students and other short-term students can join the student union if their stay lasts longer than 3 months.

In polytechnics/ universities of applied sciences, student union membership is optional. The members of student unions are entitled to a number of services, and the student union represents its members in administrative and political forums in order to improve the academic and social conditions for the students.

The student unions of the different universities belong to SYL (Suomen Ylioppilaskuntien Liitto), **The National Union of University Students in Finland**, aimed to defend the benefits and rights of all university students. The student unions of most polytechnics belong to SAMOK (Suomen Ammattikorkeakouluopiskelija-yhdistysten Liitto), **The National Union of Finnish Polytechnic Students**, a national interest and service organisation administered independently by students of polytechnics/ universities of applied sciences. The student cannot join these unions directly, but becomes a member by joining the student union at his or her educational institution.

The national benefits for student union members at universities include inexpensive health services, housing services, discounts in student cafeterias, student price tickets to cultural events and discounts in some shops, restaurants, travel agencies and hostels. The benefits for student union members at polytechnics/ universities of applied sciences also include inexpensive health care and other similar benefits, excluding student housing, which is provided by the educational institution instead. Benefits for student union members also vary depending on the institution, and the most up-to-date information can be found on the respective school's web pages.



Picture: Veikko Somerpuro

Student Benefits at Universities: The Case of the University of Helsinki

The Student Union fee and the benefits vary according to the University. At the University of Helsinki, for example, the fee to join the Student Union (HYY) is currently 69 euros per year (2006-2007). This does not include insurance, but the benefits include inexpensive healthcare (YTHS/ FSHS, see section 3.3.), reduced fares in public transportation (see section 3.1.2.), inexpensive but quality food at student cafeterias (Unicafés at the University of Helsinki), legal assistance, possibility to short term loans, child care services (HYY Lapsiparkki provides day care for 3 euros/ hour for students with children, contact lapsiparkki@hyy.helsinki.fi, Tel. +358 50 3038 333) as well as discounts to many cultural events (opera, cinema) and in many places of business. HYY members are also entitled to housing services provided by HOAS – the Helsinki Region Student Housing Foundation. More information on the housing services at www.hoas.fi

More information on the discounts and benefits HYY offers (including a list of all the Unicafé Student Cafeterias) in English at <http://www.hyy.helsinki.fi/english/5/>

Student Benefits at Polytechnics/ Universities of Applied Sciences: The Case of Helsinki Polytechnic Stadia

The Student Union (HAMOK) for the students enrolled at Helsinki Polytechnic Stadia provides services for their students, such as reduced fares in public transportation, reductions on meals in student cafeterias, sports services, reduced prices for some travel companies, hostels and shops and other places of business. HAMOK also offers tutoring for new students. The fee to join HAMOK is currently 20 euros (2006-2007).

More information on the benefits HAMOK provides is available in English at <http://www.hamok.fi/index.php?page=hamok-3>

3.1.1. Student Card

After paying the student union fee at the university or polytechnic/ university of applied sciences, the student is entitled **to a national student card**. The universities have a different card than the polytechnics. **The card functions as a discount card and a student ID card**. The universities have a national SYL-card, but the card looks different depending on the university. The polytechnics/ universities of applied sciences have two different national SAMOK-cards, blue and green. The blue card is for full-time students, with a wide scope of benefits. The green card entitles only to inexpensive student meals and a few other benefits.

3.1.2. Transport and Travel Card

The metropolitan area (Helsinki, Espoo, Kauniainen and Vantaa) forms an integrated regional transport area with a unified system for travel fares. It is easy and inexpensive to travel with the Helsinki Region Travel Card (Matkakortti). The Helsinki City Transport Committee (Joukkoliikennelautakunta) makes the decisions concerning travel fares and traffic in Helsinki, and due to the unified system the decisions apply also in the three other cities. The Travel Card can be used in all public transport – buses, trams, local trains and metro.



Picture: Mika Lappalainen

All students studying full-time for at least one academic year (9 months) and **who have been granted domicile** in one of the municipalities in the metropolitan region are entitled to buy a personal student Travel Card. The students are entitled to a 50 percent discount in internal tickets of the municipality they are registered in, as well as a 50 percent discount in the regional ticket. **Postgraduate students of universities (licentiate or doctoral students) and adult students are not entitled to the discount, with the exception of medical students.**

In order to obtain the discount, an international student has to be registered at the Population Registration Office of their municipality as a resident, and they must have a Finnish social security number. Foreign students can register as residents of one of the metropolitan area municipalities after a minimum of one term of studies, but they still do not necessarily get a Finnish social security number. After the changes in legislation implemented in the autumn 2007, students who can prove that their studies last at least 2 years will be granted domicile in any of the cities in the metropolitan area. **Foreign students who are not granted domicile can apply for temporary residence and get the normal priced ticket, but not the reduction.**

The Travel Card can be bought at local communal service points. If the student does not have a student ID card yet, they can fill a form at the Counselling Office at their educational institution and get a certificate confirming their student status. A Travel Card costs 7€, and one can choose whether to load a time period between 14-366 days during which the student can travel freely, or money (value), and pay for each journey separately. The Travel Card must be updated at the beginning of each academic year at a HKL or YTV service point. When buying or updating the Travel Card, the student must have with them an official proof of identity with a photograph – passport, driver's license, KELA card (Finnish Social Security card) – and a proof of studies, such as a municipality application form, confirmed by their educational institution. Application forms are available at the educational institutions. If a student has a valid student card (a SYL student card or a blue SAMOK card) with a valid term sticker on it, only the student's own signature is needed in the application form.

Traveler's Information: tel. +358 (0)100 111 (personal service 0,41€/call + local call charge; automatic service 0,25€/call + local call charge).

Contact information (local points to buy the Travel Card):

HELSINKI

HKL office in Helsinki

Rautatientori Metro Station,

(Central Railway Station,

The Station Tunnel)

Tel. +358 9 310 12345

Mon-Thu 7:30-19, Fri 7:30-17,

Sat 10-15

Itäkeskus Metro Station

Paasaari, 2nd floor

Tel. +358 9 310 12345

Mon-Fri 10-17:15

YTV Service Point, Itä-Pasila

Address:

Opastinsilta 6 Aa kävelytaso,

Tel. +358 9 1561 488

Mon-Fri 8:30-16

ESPOO AND KAUNIAINEN

Communal Service Points in Espoo (see section 3.4. for contact information).

VANTAA

Communal Service Points in Vantaa (see section 3.4. for contact information).

HKL Helsinki City Transport

http://www.hel.fi/wps/portal/HKL_en/?WCM_GLOBAL_CONTEXT=/en/Helsinki+City+transport/

YTV Helsinki Metropolitan Area Council

<http://www.ytv.fi/eng>

3.1.3. International Student Organisations

There are many international student organisations in the metropolitan area. Some of them are sections of European-wide or even worldwide organisations, but some are local. Most of them are run by one university or polytechnic/ university of applied sciences, but some are available for students from all educational institutes.

For example, Tsemppi is an organisation for foreign degree students at the University of Helsinki (www.tsemppi.com). Many other schools have similar organisations. There are also European-wide organisations such as AEGEE, European Students' Forum functioning in 260 cities in Europe and many higher education institutions, organising summer universities, conferences and other activities (www.karl.aegee.org, www.helsinki.fi/jarj/aegee). Another international student network is ESN Erasmus Student Network supporting student mobility in many ways in more than 250 cities all over Europe, including 5 sections in the metropolitan area in Finland (www.esn.org). AIESEC is a worldwide network providing work practice opportunities and other possibilities for students and young people all over the world (www.aiesec.org/finland). All of these international organisations have sections in many of the higher education institutions in the metropolitan area.

More information and listings of national student benefits:

SYL, The National Union of University Students in Finland <http://www.syl.fi/english/>

SAMOK, The National Union of Finnish Polytechnic Students <http://www.samok.fi/index.php>



Picture: Sami Perttilä

Contact Information of Student Unions of Universities in the metropolitan area:

KY Student Union of Helsinki School of Economics

Helsingin kauppakorkeakoulun ylioppilaskunta

Pohjoinen Rautatiekatu 21 B, 00100 Helsinki

E-mail: tiedotus@ky.hkkk.fi

Tel. +358 9 43 131

<http://www.kyweb.fi/fi/>

TeYo Student Union of the Theatre Academy

Teatterikorkeakorkeakoulun ylioppilaskunta

Haapaniemenkatu 6, PL 163

00531 Helsinki

Tel. + 358 9 742 66 333

<http://www.teak.fi/ylioppilaskunta>

HYY Student Union of the University of Helsinki

Helsingin yliopiston ylioppilaskunta

Mannerheimintie 5 A, 00100 Helsinki

E-mail: tiedottaja@hyy.helsinki.fi

Tel. +358 9 1311 4211, fax. +358 9 1311 4216

<http://www.helsinki.fi/hyy/index.shtml>

SHS Student Union of the Swedish School
of Economics

Svenska Handelshögskolans Studentkår

Sanduddsgatan 7 A II, 00100 Helsingfors

E-mail: styrelsen@shs.fi

Tel. +358 9 431 33440

<http://www.shsweb.fi/>

STAKO Student Union of the Academy for Fine Arts

Kuvataideakatemia oppilaskunta

Kaikukatu 4, 00530 Helsinki

<http://www.kuva.fi/>

TOKYO Student Union of the University
of Art and Design

Taideteollisen korkeakoulun ylioppilaskunta

Hämeentie 135 C, 00560 Helsinki

E-mail: tokyo@uiah.fi

Tel. +358 9 7563 0431

<http://www.uiah.fi/~tokyo/> <http://wiki.uiah.fi/tokyo>

SAY Student Union of the Sibelius Academy

Sibelius-Akatemian ylioppilaskunta

Töölönkatu 28, 00260 Helsinki

Tel. +358 9 (0)40 710 4298

<http://webusers.siba.fi/SAY/>

TKY Student Union of the Helsinki

University of Technology

Teknillisen Korkeakoulun Ylioppilaskunta

PL 69 (Otakaari 11), 02151 Espoo

E-mail: tky@tky.hut.fi

Tel. +358 9 4681

<http://www.tky.fi/>

**Contact Information of Student Unions of Polytechnics / Universities of Applied Sciences
in the metropolitan area:**

ASK Student Union of Arcada Polytechnic
Arcada studerandekår
Majstadsgatan 11, 00550 HELSINKI
E-mail: styrelse@asken.fi
Tel: +358 2 07 699 407
www.asken.fi

O'Diako Student Union of Diaconia University
of Applied Sciences
Diakonia-ammattikorkeakoulun opiskelijakunta
P.O. Box 15, 02701 KAUNIAINEN
Tel: +358 2 01 606 497
www.diak.fi/odiako

Evtek Student Union of Evtek University
of Applied Sciences
Evtek-ammattikorkeakoulun opiskelijakunta
Vanha maantie 6, 02650 ESPOO
E-mail: kolmirauta@evtek.fi
Tel: +358 2 07 553 644
kolmirauta.evtek.fi

HELGA Student Union of Haaga-Helia University
of Applied Sciences
Haaga-Helian opiskelijakunta
Ratapihantie 13, 00520 HELSINKI
E-mail: helga@helga.fi
Tel: +358 9 2296 5868
www.helga.fi

HAMOK Student Union of Helsinki Polytechnic
Stadia
Helsingin ammattikorkeakoulun opiskelijakunta
PL 4060, 00099 HELSINGIN KAUPUNKI
E-mail: hallitus@hamok.fi
Tel: +358 9 3108 3270
www.hamok.fi

HUMAKO Student Union of Humak University
of Applied Sciences
Humanistisen ammattikorkeakoulun opiskelijakunta
Annankatu 12 A 17, 00120 HELSINKI
E-mail: humako@humak.edu
Tel: +358 (0)44 257 8884 (Secretary General)
www.humak.edu/humako/index.php

LAUREAMKO Student Union of Laurea University
of Applied Sciences
Laurea-ammattikorkeakoulun opiskelijakunta
Ratatie 22, 01300 VANTAA
Tel: +358 9 849 52 702
E-mail: laureamko@laureamko.fi
www.laureamko.fi

LAMKO Student Union of Lahti University
of Applied Sciences
Lahden ammattikorkeakoulun opiskelijakunta
Paasikivenkatu 7 A, PL 214, 15101 LAHTI
E-mail: paasihteeri@lamko.fi
Tel: +358 50 502 0656
www.lamko.fi

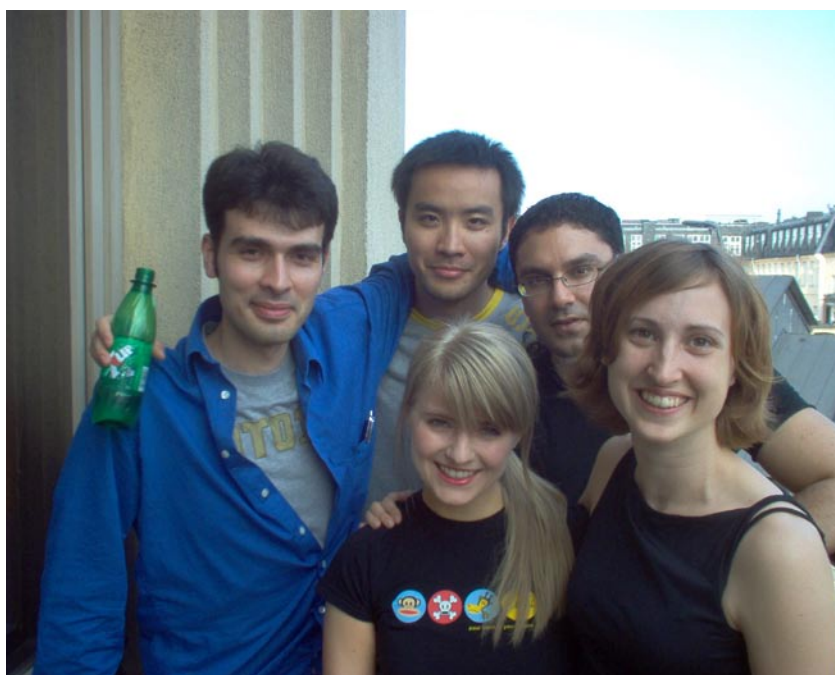
HAMKO Student Union of HAMK University of
Applied Sciences
Hämeen ammattikorkeakoulun opiskelijakunta
Visamäentie 35 A, P.O. Box 230, 13101
Hämeenlinna
E-mail: hamko@hamko.fi
Tel: +358 3 646 4865
Tommi Lindroos, International Affairs
E-mail: kv@hamko.fi
www.hamko.fi/english.php

Studväst Student Union of Sydväst Polytechnic
Studerandekåren vid Yrkeshögskolan Sydväst
Raseborgsvägen 9, 10600 Ekenäs
studvast@sydvast.fi
Mikaela Lindblom
Tel: +358 50 19-222 78 61
studvast.sydvast.fi

3.2. Student Financial Aid and Other Grants

Full-time Finnish students in need of financial assistance are entitled to student financial aid (opintotuki), which is divided into study grants (opintoraha), housing supplements (asumislisä) and government guaranteed student loans (opintolaina). The loan must be paid back after graduation. Non-citizens of Finland are entitled to apply for student financial aid if they have come to Finland **for a purpose other than studying. Students outside the EU area must also live in Finland on a permanent basis (permanent residence, P-permit)** in order to be able to apply. In this case they must be registered as a permanent resident in the Finnish population register system. Matters such as the residence permit, registration and acceptance to a Finnish educational institution determine the purpose of residence in Finland when deciding whether an international student is entitled to the aid. Applications for financial aid must be accompanied by KELA's appendix form OT10 for foreign residents.

The right to student financial aid is equal for students at universities and polytechnics/ universities of applied sciences in the capital area, and KELA (The Social Insurance Institution of Finland) is responsible for its allocation. Universities have their own Student Financial Aid Offices and a Student Financial Aid Board which co-operates with KELA and makes the decisions based on the applications. The University of Helsinki, Helsinki University of Technology, Helsinki School of Economics and the Swedish School of Economics each have their own **Student Financial Aid Board**, where decisions about the student financial aid are made in accordance with KELA policy.



Picture: Marja-Liisa Helenius

Contact information of the Student Financial Aid Offices of Universities

| | |
|---|--|
| University of Helsinki | Helsinki School of Economics |
| Address: Yliopistonkatu 2 F (University Main Building) | E-mail: opintotuki@hkkk.fi |
| P.O. Box 3, 00014 Helsingin yliopisto | Runeberginkatu 14-16 |
| Tel. +358 9 191 22251 (Tel. hours: Mon-Fri 9-10) | 00100 Helsinki |
| | Tel. +358 9-4313 8230 |

| | |
|--|---------------------------------------|
| Helsinki University of Technology | Swedish School of Economics |
| E-mail: opintotuki@hut.fi | Address: P.O. Box 479, 00101 Helsinki |
| P.O. Box 1100, 02015 TKK | Tel. +358 9-4313 3235 |
| Tel. +358 9-451 5060 | |

The financial aid for students in most of the polytechnics/ universities of applied sciences as well as in the Academy for Fine Arts (Kuvataideakatemia), University of Art and Design (Taideteollinen korkeakoulu), Theatre Academy of Finland (Teatterikorkeakoulu) and Sibelius Academy (Sibelius-akatemia) are processed by the **Kela Centre for Student Financial Aid, and some local Kela service points.**

Kela Centre for Student Financial Aid

Address: P.O Box 228, 40101 Jyväskylä
E-mail: opintotuki@kela.fi, Tel.: +358 20 434 6611
Director: Eija Aarnio, eija.aarnio@kela.fi

The student aid applications for students of Arcada Polytechnic are processed in the local Kela office in Vaasa, and the applications of HAMK University of Applied Sciences are processed by the local Kela office in Lahti. The applications of the polytechnic Sydväst are processed by the local Kela office in Tammisaari.

| | | |
|--|--|--|
| Vaasa Kela Office | Lahti Kela Office | Tammisaari Kela Office |
| Address: Rauhankatu 24, 65100 VAASA | Address: Kirkkokatu 8, 15140 LAHTI | Address: Kuningattarenkatu 7, 10600 TAMMISAARI |
| P.O. Box 13 65101 VAASA | P.O. Box 153 15141 LAHTI | P.O. Box 38 10601 TAMMISAARI |
| E-mail: vaasa@kela.fi | E-mail: lahti@kela.fi | E-mail: tammisaari@kela.fi |
| Tel. +358 20 692 209 | Tel. +358 20 635 1400 | Tel. +358 20 635 0370 |

Other Grants

According to a study by Kulsoom Ally (2002), scholarships are not a significant source of funding for international students in Finland, but most important sources include income from work, Finnish state grant for students (student financial aid), savings, financial support from family and research funding (Ally 100-101). Scholarships – bilateral or from home country – are important to those few who obtain them, but in Ally's research they are significant for only about 7 % of the entire sample. Scholarships and the systems for funding the studies vary greatly according to the country of origin.

In addition to student financial aid, other scholarships by Finnish institutions and foundations are available, but they are usually not granted to international students, though some are more easily available for post-graduate students.

SYL, National Union of University Students in Finland, publishes a guidebook on grants and scholarships every year. The guidebook's section on scholarships available for foreign students should be updated in the autumn of 2007.

The financial support systems and grants that international students receive from their home countries vary a lot depending on the country. The Centre for International Mobility CIMO offers some information on scholarships. There are also country specific scholarships, for example the SITRA scholarship for researchers from India, provided by Sitra, the Finnish Innovation Fund (Suomen itsenäisyyden juhlarahasto) and CIMO.

Additional information on grants and scholarships

Centre for International Mobility CIMO www.cimo.fi

Tel. +358 20 7868 500

A scholarship database (in Finnish) at SYL's web site www.syl.helsinki.fi/opiskelijapalvelut/apurahat/

A Guidebook on CIMO Scholarships

<http://www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/scholarships.pdf>

Eurydice European Unit <http://www.eurydice.org/portal/page/portal/Eurydice>

3.3. Student Health Care

Students of universities are entitled to the Finnish Student Healthcare Service (see 3.3.3.) and students of polytechnics/ universities of applied sciences use mainly communal services (see 3.3.4.). **When determining the right to treatment and payment for the costs, registered domicile is crucial, not citizenship.** According to the new legislation on domicile, implemented on the 1st of September 2007, international students staying in Finland **for at least 2 years will be granted domicile and are entitled to communal health care.** Also family members are entitled to treatment, if they share a household and are registered as residents. However, unless the student is working in Finland and certain criteria are fulfilled, students outside the Nordic countries are not entitled to the Finnish social security (KELA) benefits, relating to medical costs, for example.

According to the Finnish law, the municipality where the school is situated is responsible for student health care. All students are entitled to communal health care services in the municipality where their institution of study is situated. This includes basic health care services as well as hospital care. **Students from EU countries are equal to Finnish students,** and they are entitled to immediate and basic health care with the same fees as Finnish students. Students from **outside EU countries** are entitled to immediate care and other health care can be provided depending on the case, but in both cases **the student him/herself must pay the actual costs.** For this reason it is important for the student to have insurance. Finland also has a social security contract with Quebec and Australia, in which cases the student is entitled to immediate health care, but other health care services the student must pay for him/ herself.

3.3.1. Insurance

Citizens of the EU who have the European Health Insurance Card are entitled to all the same health care services as Finnish citizens. The new law requirements for being granted a residence permit **require that a student from outside the EU area obtain an insurance that covers costs for basic treatment before coming to Finland.** The insurance should cover the treatment and health care provided by municipal health care services, not services in the private sector. Students staying for at least 2 years are entitled to communal health care services, and they are required to have an insurance that covers at least medication costs, but in practice also medical care costs up to 30 000 euros. Students staying for less than 2 years must obtain an insurance covering health care costs up to 100 000 euros.

It is also possible to get an insurance from a Finnish insurance company, but this is problematic especially for students from outside the EU area. **In order to get a private health insurance in Finland, the person has to be entitled to municipal health care and Finnish social security services, and also provide proof of a certain level of subsistence.** To be eligible for Finnish social security (KELA) services, one must be living in Finland permanently. Students are not granted permanent residence, which means it is very difficult for them to get an insurance in Finland.

Nevertheless, insurances that meet these requirements are available abroad, but their price and coverage vary, from 100 to 1000 euros per year (HE 277/2006 vp). International insurance companies also provide these insurances, but they cost on average 1000 euros per year.

International insurance companies that provide insurances accepted in Finland:

BUPA <http://www.bupa.co.uk/>

IHI <http://www.ihl.com/english.asp>

3.3.2. Finnish Social Security (KELA)

Students are usually not granted permanent residence (P-permit), and therefore they are not entitled to the Finnish Social Security (KELA) benefits and cannot receive a Finnish Health Insurance Card (KELA card). The Social Insurance Institution KELA assesses independently whether a student is entitled to KELA benefits in some cases, due to working, legislation, social security agreements or other reasons. Those students can then be registered with the institution and receive a KELA card, which entitles them to various KELA benefits in health care and social security. In principle, however, international students are not considered as living in Finland permanently.

More information: www.kela.fi/in/internet/english.nsf

KELA Office for international Affairs

Address: Valimotie 1 B, 00380 Helsinki

P.O. Box 72, 00381 Helsinki

E-mail: inter.helsinki@kela.fi

Tel. + 358 20 434 2650

3.3.3. Health Care for University Students

Finnish Student Health Service (FSHS/ YTHS)

All undergraduate and graduate students at Finnish universities must join their student union by paying the annual fee, which includes a mandatory health care fee. Joining the student union is optional for post-graduate students. **All student union members are entitled to inexpensive health care provided by the Finnish Student Health Service (FSHS / YTHS in Finnish).** The Finnish Student Health Service provides all Finnish university students with preventive health care, medical care, mental health care and dental health care. Post-graduate students are entitled to all of the services above after paying the student union fee, except for the dental health care services.

FSHS has 16 health centres in 16 university cities in Finland, and the services include all central health care services the students might need, but it does not include hospital care, the services provided by maternity, child or family clinics, or night time and weekend duty services. In these cases the student must turn to communal health care services.

FSHS services are provided at very low cost or for free. Visiting a nurse or a general practitioner is free of charge, appointments for a specialised doctor cost 3.5-4 euros and dentist appointment cost 6 euros. Hospital care and medication costs are not included. The student union fee, including the mandatory health care fee, **does not include any insurance policy.** It is recommended that students from EU countries have the European Health Insurance Card verifying their health insurance in their home country (or that they fill in an E109 form at a social security office in their home country). If the student has the European Health Insurance Card, he or she is entitled to the FSHS services and all the same health services as citizens of Finland. **The new legislation requires that students outside EU countries take a health insurance (covering illness and accidents) prior to their arrival in Finland.**

FSHS Health Centres in the metropolitan area:

HELSINKI

FSHS Töölö

Töölönkatu 37 A, 00260 Helsinki

Tel. +358 9 405 051

FSHS Viikki

Latokartanonkaari 9 (A-buliding)

00790 Helsinki

Tel. +358 9 1915 9687

ESPOO

FSHS Espoo

Otakaari 12, 02150 Espoo

Tel. +358 9 4682 899

NYITI ry

Nyyti ry is a Student Support Centre based on voluntary student work. It offers support for university students through a Helpline and a Virtual Shoulder service during semesters. Nyyti ry also has internet support groups, and it organises theme nights and trainings and provides useful information about studying and living in Finland. There are plans to set up a support group in English as well.

Nyyti Help Line

Tel. +358 (0)1080-6656 (weekdays 10-11)

Some information on Nyyti ry in English at http://www.nyyti.fi/toimisto/in_english.htm

3.3.4. Health Care for Students at Polytechnics/ Universities of Applied Sciences

Students at polytechnics/ universities of applied sciences in the metropolitan area are not entitled to FSHS services. Health care and dental care services are therefore communal services. As mental health services have little resources in communal health care, most schools have their own student psychologists and other counsellors. Some of the biggest polytechnics have school nurses and doctors available at the school for a moderate fee. Helsinki Polytechnic Stadia, for example, provides some student health care services on the institution's premises as well as in several communal locations, depending on where the student lives or studies. Some educational institutions also have inexpensive health care services provided by their own students studying to become health care professionals (e.g. dental care students).



Picture:
Ida Pimenoff

3.3.5. Services in Case of Crisis Situations

In case of crisis situations, there are certain service numbers that one can call:

HELSINKI

Helsinki City Social Services

Telephone Counselling and answering service:

Emergency Social Services open every day 24 hours, phone +358 (0)106 6006

ESPOO

City of Espoo Social Services has a **Crisis Telephone Service** which operates 24 hours a day.

Tel. +358 9 8164 2439.

VANTAA

City of Vantaa has a **Crisis Service point** at

Kielotie 15, 01300 Vantaa

Tel. +358 9 8392 4005

Finnish Association for Mental Health (Ulkomaalaisten kriisikeskus)

The Finnish Association for Mental Health is a non-governmental, voluntary public health organization. The Association provides crisis and rehabilitation services and pilot projects, provides information about mental health issues, and acts as consultant to authorities.

Finnish Association for Mental Health

SOS centre

Maistraatinportti 4 A, 4th floor

00240 HELSINKI

Tel. +358 9 413 50 501 (weekdays 9-15)

www.mielenterveysseura.fi

3.4. Counselling Services

3.4.1. Virtual Counselling

Most higher education institutions in the metropolitan area provide excellent counselling services for their students, also in English. The best starting point is always the information office and the school website. There are also other sources for information available on the internet. Most of the information is available in English, if the student knows where to look.

Some useful websites:

Helsinki Region Portal – a portal for finding the joint services in Helsinki Metropolitan area
http://www.helsinginseutu.fi/wps/portal/HelsinginSeutu?WCM_GLOBAL_CONTEXT=/HS/The+Region+of+Helsinki/First+page

The Centre for International Mobility <http://www.cimo.fi>

Publications in English:

useful advice on studying and living in Finland, as well as basic information on Finnish universities and polytechnics
<http://www.cimo.fi/Resource.phx/cimo/publications.htx>

Living In Finland: A Brief Guide for International Students and Trainees

<http://www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2005.pdf>

Discover Finland <http://finland.cimo.fi/>

Virtual Finland <http://virtual.finland.fi/>

3.4.2. Communal Counselling Services

Communal Service Points

In Espoo and Vantaa, there are several communal service points for citizens, offering information about communal services and guiding customers to the right officials. Most of the service points also offer mailing and payment services and copy machines, fax machines and internet for public use. It is also possible to load the Travel Card at the service points. In Helsinki, there are three service points for acquiring and loading the travel card (see section 3.1.2.), and also an information point for immigrants as well as an Immigration Unit. Some of the service points offer services especially for immigrants, though the ones in Espoo and Vantaa serve all citizens equally.

The information and service points are a part of the metropolitan area strategy for supporting the integration of immigrants, and offer counselling and information for immigrants to help them with education, employment, social services and integration into Finnish society in general. According to a case research by Helsinki City Social Services at the Information Point for Immigrants in East Helsinki, there were 646 registered customers who visited the service point in 2005. 65 percent of them were educated (vocational or higher education), and 10 percent were students. 49 percent were unemployed. Most of the questions concerned citizenship and residence permits, employment, social security, housing, education, family life and finances. Less than 10 percent of the questions concerned health, crime, child care and other issues.

Contact Information of the Service Points:

HELSINKI

Information Point for Immigrants

Tallinnanaukio 1 A, 4th floor
P.O. Box 7440, 00099 Helsingin kaupunki
Open Mon-Fri 9-15
Tel. +358 9 3106 2674

Helsingin vastaanottokeskus

Kyläsaarencatu 10
E-mail: helsingin.vastaanottokeskus@hel.fi
Tel. +358 9 310 42900 (24h)

Immigration Unit (Maahanmuuttoyksikkö)

Dagmarinkatu 6
P.O. Box 8610, 00099 Helsingin kaupunki
E-mail: mayk@hel.fi
Tel. +358 9 3104 011
Counselling Service, Mon-Fri 8:15-16:00
Tel. +358 050 5528 434

ESPOO Service Points Tel. +358 9 816 57070 (Central Service number)

Espoon keskus

Address: Kirkkojärventie 4, 02770 Espoo
Open Mon 8-17, Tue 12-17, Wed-Thu 8-17
and Fri 8-16
Tel. +358 9 8165 7070

Leppävaara, Sello Shopping Centre

Address: Sello, Leppävaara library
Leppävaarankatu 9, 02600 Espoo
Open Mon, Wed, Thu 10-19, Tue 12-19, Fri 10-18
Tel. +358 9 8165 7070

Espoonlahti, Lippulaiva Shopping Centre

Address: Espoonlahdenkatu 4-6, 2nd floor
02320 Espoo
Open Mon 10-19, Tue 12-19, Wed-Fri 10-17
Tel. +358 9 8165 7070

Matinkylä, Iso Omena Shopping Centre, 3rd floor

Address: Piispansilta 11 S 20, 02230 Espoo
Open Mon, Wed-Fri 10-19, Tue 12-19
and Sat 10-15
Tel. +358 9 8165 7070

Kalajärvi

Address: Ruskatalo, Ruskaniitty 4, 02970 Espoo
Open Mon, Wed, Thu 9.30-16, Tue 12-18
and Fri 8-14
Tel. +358 9 8163 0010

Tapiola, Espoo Cultural Centre

Address: Kulttuurialue 2, 02100 Espoo
Open Mon, Wed-Fri 10-19, Tue 12-19
Tel. +358 9 8165 7070

VANTAA Service Points

Hakunila

Address: Kimokuja 5 (library), 01200 Vantaa
Mon-Thu 8-18, Fri 8-13
Tel. +358 9 8393 0171

Pakkala Service Point POINT

Address: Hagelstamintie 1, 01520 Vantaa,
Tel. 09-8392 1081
Mon-Thu 8-18, Fri 8-13

Korso Service Point LUMO

Address: Urpiaisentie 14, 01450 Vantaa
Mon-Thu 8-18, Fri 8-13
Tel. +358 9 8393 2575

Service Centre for Immigrants

(Maahanmuuttajien yhteispalvelutoimisto)
Address: Vernissakatu 6, 5th-6th floor,
01300 Vantaa
Mon 9-16, Tue-Thu 9-14
Tel. +358 9 8392 2504

Myyrmäki Service Point Myyrmäkitalo

Address: Kilterinraitti 6, 01600 Vantaa
Mon-Thu 8-18, Fri 8-13
Tel. +358 9 8393 5455
E-mail: myyrmaki.yhteispalvelu@vantaa.fi

Vantaa Travel Centre (matkakeskus), Tikkurila

Address: Rataatie 7, bus terminal, 01300 Vantaa,
Tel. +358 9 8392 3086
Mon-Thu 8-18, Fri 8-13
Public Transport Information, Tel. +358 9 8392 3086

4. WORKING IN FINLAND

– TOWARDS SUCCESSFUL INTEGRATION

Pros and Cons of Supporting Oneself by Working

Diana states that it is positive that she is able to work to support her studies in Finland, and that she can afford to live on that salary given the tax rate level and student discounts available to her. This would not be possible in many other countries. The fact that she knows Finnish to some extent also makes her life a lot easier. However, she has had difficult experiences as well: “I can’t afford to get sick, because I’d miss classes and work. I miss my salary (because I don’t get paid for being sick). I lose money in paying for the medicine and my whole life is a mess - domino effect.”

-Diana*, Africa, University of Helsinki

Internet is an Important Source in Looking for Work

Luis got a job in his field through an Internet service. He thinks Internet sources serve both Finns and foreigners equally, even though many of the job announcements are in Finnish. He emphasises that Finnish language skills are needed, but he was surprised how easy it was to find a job.

-Luis*, Mexico, Helsinki University of Technology

* Names changed.

4.1. Work Permit

EU citizens and citizens of Iceland, Liechtenstein, Norway and Switzerland can freely work in Finland if the work lasts less than three months. After that, they must register their right to reside in Finland at the local police department, but they do not need a residence permit while they are employed. The police register the right of residence in the Register of Aliens and issue a registration certificate. **Sometimes a certificate of health is required.** The right to reside is valid until further notice, and after four years of continuous residence the person can apply for permanent residence. Non-EU citizens must apply for a residence permit to be able to work in Finland.

A student entering Finland with a student visa is allowed to work a maximum of 25 hours per week and full-time during the summer vacation. To be able to work more than 25 hours per

week, the student must apply for a work permit. The application should be delivered to either the local employment office or the local police. The employment office where the work permit is applied for makes the decision on whether to grant the permit. **The needs of the labour market are taken into consideration in this process, and usually a certificate from the employer is required.** The employment offices make decisions on the basis that EU citizens have a priority to job openings in the EU area. The employment office delivers its preliminary decision to the Directorate of Immigration, who makes the official decision. **A work permit is usually granted for a certain professional field,** and the person can change the place of employment only within that field.

Local Police Offices:

HELSINKI

Helsinki Police Station

(Helsingin kihlakunnan poliisilaitos)
 Address: Punanotkonkatu 2,
 00130 HELSINKI
 Tel. +358 9 1891
 Licence Unit (passports, driver's licences etc.)
 Mon-Fri 8-16:15
 Tel. +358 9 189 3125
Service Number 24 h Tel. +358 9 189 4002

ESPOO AND KAUNIAINEN

Espoo Police Station

Address: Nihtisillankuja 4
 P.O. Box 20
 02631 ESPOO
 Tel. +358 9 52 541
 Open (Licence Unit): Mon-Fri
 8-16:15

VANTAA

Vantaan kihlakunnanvirasto
 Address: Kielotie 21
 P.O. Box 98, 01301 Vantaa
 E-mail: palaute@vantaa.poliisi.fi
 Tel. +358 9 87 301
 Open: Mon-Fri 8.00-16.15

Passports and ID Cards are admitted also at:

Pasila (Pasilanraitiö 13)

Malmi (Viljatie 2 B, 00700)

Helsinki, Tel. +358 9 189 3220)

Itäkeskus (Tallinnanaukio 1)

Licence Unit: (passports, drivers' licence and ID cards) Mon-Fri 8.00-16.15

Telephone Service (Licence Unit): Mon Fri: 8.00-11.00 and 13.00-16.15,

Tel.(09) 873 0483 or (09) 873 0484 or (09) 873 0485

Licence Issues for Foreigners (Ulkomaalaisten lupa-asiat):

Mon-Fri 8:00-16:15 Telephone Service: Mon-Fri 9:00-11:00, Tel. +358 9 873 0463

4.2. Employment Services for Foreign Students

4.2.1. The Finnish Labour Administration

The Finnish Labour Administration aims to enhance the functioning of the labour market, develop working life organisations, ensure the availability of skilled employees, to develop their skills and to advance employment and integration of immigrants.

There are over 200 employment offices in Finland. Employment offices serve as channels of communication between employers and labour force; offer vocational training services, information on employment and employment benefits as well as counselling for vocational planning and development.



Some of the public employment services are available for international students as well, but there are also services provided by the educational institutions. The services provided by the universities and polytechnics/ universities of applied sciences are examined in the next section, and after that the public employment services in the metropolitan area are presented.

Picture: Liisa Valonen

4.2.2. Career Services at Universities and Polytechnics/ Universities of Applied Sciences

Most universities and polytechnics/ universities of applied sciences have their own Career Services, whose aim is to ease the students' transition into working life. Career Services provide information on jobs related to their field of education, as well as help in searching and applying for work. It is also possible to make an appointment with a counsellor. The amount of personnel in career services varies depending on the school, from 1-10 persons. The career services have

more and more services available for international students, but the students must be active themselves in order to make the most out of the services.

All schools have English language websites for career services and advice, but information about jobs is often in Finnish because the employers usually submit the job advertisements in Finnish.

In order to look for and obtain a job in Finland, having some basic skills in the Finnish language is very important. Therefore it is extremely advisable for international students to include Finnish studies in their curriculum. Especially in jobs in the public sector a good knowledge of Finnish is crucial, and the students should be motivated early on to learn Finnish.

Many schools provide career planning courses for Finnish students, and recently they have started to provide some courses in English as well. At the University of Helsinki, for example, all degree studies include work life orientation in English.

Universities

Aarresaari Academic Career Services www.aarresaari.net/english is a network of 19 Finnish universities offering students basic information and advice in career planning. The information pages in English is a good place to get started (<http://www.aarresaari.net/english/info.htm>) with the search for academic jobs. The vacancies (The Jobboard) are mostly announced in Finnish, as most employers require a sufficient level of Finnish.

University of Helsinki Career Services
Customer Service: Fabianinkatu 33, ground floor
(University Main Building)
Other Activities: Yliopistonkatu 2 F
P.O. Box 3, 00014 University of Helsinki
E-mail: [rekryointi\(at\)helsinki.fi](mailto:rekryointi(at)helsinki.fi)
Tel. +358 9 191 22125
www.helsinki.fi/rekry

HUT has a Career Web service with job announcements in English at <https://ssl.uraverkko.net/en/> HUT offers counselling and training programs also in English. Otaniemi International Club is a project for developing a network with working life agents (e.g. HUT, Otaniemi Marketing, Otaniemi Lions Club, Espoo Chamber of Commerce) to facilitate the networking of international students and researchers at HUT.

Helsinki University of Technology Career Services, Innovation Centre
Tekniikantie 14 (Innopoli 2)
P.O. Box 9202, 02015 TKK
Tel. +358 9 451 4701, Fax. +358 9 451 4703
E-mail: rekryointipalvelut(at)tkk.fi, harjoittelu(at)tkk.fi
<http://www.rekry.tkk.fi>

HSE has its own CareerWeb-service with advice and vacancies at
<http://www.hse.fi/EN/services/career/careerweb/>

Helsinki School of Economics Career Services
Runeberginkatu 14-16 (HSE Main Building), C-
wing, 3rd floor
P.O. Box 1210 Helsinki
E-mail: career@hse.fi
Tel. +358 9 4313 8742
Open during semester: Mon-Fri 11-14, Tue 11-17,
summer: Mon-Fri 11-14

Sibelius Academy Career Services
Pirkko Rantanen
E-mail: pirkko.rantanen@siba.fi
Tel. +358 20 7539 653

The Theatre Academy Career Services
Haapaniemenkatu 6, P.O. Box 163, 00531 Helsinki
E-mail: rekry@teak.fi
Tel. +358 9 4313 6273

University of Art and Design Career Services
Hämeentie 135 C
00560 Helsinki
Tel. +358 9 756 30634
E-mail: urakehityspalvelut(at)uiah.fi



Picture: Veikko Somerpuro

Polytechnics/ Universities of Applied Sciences

All students of polytechnics/ universities of applied sciences can register for the JobStep Career and Recruitment Service of the Finnish Polytechnics www.jobstep.fi, which offers basic information and advice in job search, as well as contact info of counsellors in all the polytechnics, and also vacancies (a user-ID is needed to log in). Polytechnics/ universities of applied sciences and most universities also offer a possibility for work practice, and many international students come to Finland for a work practice period (usually 3-6 months) in different programs.

Haaga-Helia Career Services
www.haaga-helia.fi/rekry (in Finnish)
E-mail: asiakaspalvelu@haaga-helia.fi
Tel. +358 9 2296 5244

Helsinki Polytechnic Stadia Career Services
www.stadia.fi/rekry (in Finnish)
Contact: Olli Pekkanen, Tel. +358 (0)50 363 7859
Astra Francke-Vehmas, Tel. +358 (0)50 530 9217

Arcada C&R Centre
E-mail: arbetsforum@arcada.fi
Coordinator Jenni Laxén, Tel. +358 207 699 667

Laurea Career Services
Contact: Johanna Häkkinen
Ratatie 22
FIN-01300 Vantaa
Tel. +358 9 8868 7266
E-mail johanna.hakkinen@laurea.fi
A mobility project for career services, advisors
and counsellors: www.turkuamk.fi/gatekeepers/

HUMAK Career Services
Contact: Pekka Harjula, Tel. +358 20 7621 267
E-mail: pekka.harjula@humak.edu
Johanna Laitinen, Tel. +358 20 7621 277
E-mail: johanna.laitinen@humak.edu

HAMK
Vocational Teacher Education Unit
www.aokk.fi/index-english.php

LAMK Career Services Urppi
Address: Paasikivenkatu 7
P.O. Box 214, 15101 Lahti
E-mail: urppi@lamk.fi

Yrkeshögskolan Sydväst
Tel. +358 (0)19 222 7200
E-mail: office@sydvast.fi

Evtek Career Services
www.evtek.fi/en/student_services/career_services/

Diaconia Career Services
www.diak.fi/urajarekrytointi (in Finnish)
Contact Person: Niina Tikkanen
E-mail: niina.tikkanen@diak.fi
Administration Office
Maistraatinportti 2 A, 00240 Helsinki
Tel. +358 20 160 6204

4.2.3. Public Employment Services

The first person to contact when starting to look for a job is the counsellor at the respective higher education institution. Employment offices provide advice and concrete help in job search, and some of them offer special services for foreigners. However, immigration counselling is meant only for immigrants with permanent residence. An immigrant must also be resident for three years before it is possible to register as an unemployed person. The education counselling services are also available for international students. A student can contact the nearest employment office to ask advice from counsellors.

Ministry of Labour National Helpline (Työlinja)

also offers advice for job seekers at +358 10 19 4906 and +358 10 60 76711,
Mon-Fri 8:00-19:00, E-mail: työlinja@mol.fi

Ministry of Labour <http://www.mol.fi>

An excellent guide to working is Ministry of Labour Working in Finland –guide.
http://www.mol.fi/mol/fi/99_pdf/fi/06_tyoministerio/06_julkaisut/05_esitteet/tme7601e_workinginfinland.pdf

More links to guides for foreigners on working in Finland:
http://www.mol.fi/mol/en/02_working/05_foreigners/index.jsp

Contact information of the employment offices in Helsinki, Espoo, Vantaa and Kauniainen:

HELSINKI

Helsinki Employment Office, Haapaniemi
Address: Haapaniemenkatu 4 B, 00530 Helsinki
P.O. Box 172, 00531 Helsinki
Open: Mon-Fri 9.00-15.45
Email: helsinki@mol.fi
Tel. +358 10 19 4100 and +358 10 60 40100

Students coming from countries in the EU/ EEA-area or Switzerland can visit EURES (The European Employment Services), a network administered by the European Commission. It aims to promote mobility on the European labour markets by providing advice for job seekers who are interested in working abroad and to employers who are recruiting workers from abroad. In the metropolitan area, EURES counselling is available at Kluuvi employment office in Helsinki.

Kluuvi Employment Office for Academic Job Seekers and EURES Services

(Akateemisten alojen työvoimapalvelut ja EURES-palvelu)

Mikonkatu 7, 3rd and 4th floor

P.O. Box 293

00100 Helsinki

Email: Helsinki.kluuvi@mol.fi

Tel. 010 19 4100 and 010 60 40100

EURES-counsellors in the metropolitan area:

Tuula Kinnunen

(EURES counsellor)

Tel. +358 10 60 70863

Fax +358 10 60 70805

E-mail: tupu.kinnunen@mol.fi

Aila Mackel

(EURES counsellor)

Tel. +358 10 60 70862

Fax +358 10 60 70805

E-mail: aila.mackel@mol.fi

Lella Mobiglia-Wikström

(EURES counsellor)

Tel. +358 10 60 70861

Fax +358 10 60 70805

E-mail:

lella.mobiglia-wikstrom@mol.fi

A European-wide EURES-guide at

<http://europa.eu.int/eures/home.jsp?lang=en&langChanged=true>

Other Employment Offices in Helsinki:

Kamppi Employment Office

Address: Annankatu 42 D,

4th floor, P.O. Box 570,

00100 Helsinki

Open Mon-Fri 9:00-15:45

E-mail: helsinki.kamppi@mol.fi

Tel: +358 10 19 4100

and +358 10 60 40100

Malmi Employment Office

Address: Malmin Kauppatie 18,

3rd floor, 00700 Helsinki

P.O. Box 65, 00701 Helsinki

Open Mon-Fri 9:00-15:45

E-mail: helsinki.malmi@mol.fi

Itäkeskus Employment Office

Address: Itäkeskus Shopping

Centre, Itäkatu 3-5, 4th floor,

00930 Helsinki

P.O. Box 54, 00931 Helsinki

E-mail: helsinki.itakeskus@mol.fi

Tel. +358 10 19 4100

and +358 (0)10 60 40100

ESPOO AND KAUNIAINEN

Espoo Employment Office, Tapiola

Itätuulentie 2 A, 2.krs

P.O.Box 9, 02101 Espoo

Tel. +358 10 19 4105 and +358 10 60 40105

E-mail: espoo.tapiola@mol.fi

Opening Hours

Office Hours Mon-Fri 9.00-15.45

Telephone Service Mon-Fri 8.00-16.15

Espoo Employment Office, Espoon keskus

Kamreerintie 8 A, 2.-3. krs

P.O. Box 85, 02771 ESPOO

Tel. 010 19 4106; 010 60 40106

E-mail: espoo.espoon_keskus@mol.fi

Opening Hours

Office Hours Mon-Fri 9:00 – 15:45

Telephone Service Mon-Fri 8:00 – 16:15

Labour Administration: +358 10 19 4101 or +358 10 60 40101 (telephone centre)

City of Espoo: +358 9 816 5011 (telephone centre)

VANTAA

Vantaa Employment Office, Tikkurila
Vernissakatu 8 A
P.O. Box 111, 01301 Vantaa
Open Mon-Fri 9.00-15.45
E-mail: Vantaa.tikkurila@mol.fi
Tel. +358 10 60 40108 and +358 10 19 4108

Vantaa Employment Office, Myyrmäki
Vaskivuorentie 25
P.O. Box 113, 01601 Vantaa
Open Mon-Fri 9:00-15:45
E-mail: vantaa.myyrmaki@mol.fi
Tel. +358 10 19 4471 or +358 10 60 71810

Work Permit Unit for Uusimaa Area in Vantaa

Issues concerning work permits for Finns and foreigners in the Uusimaa area are concentrated to this unit.

Elannontie 3, Leija Yrityspalvelukeskus, 3rd floor
P.O. Box 252, 01511 VANTAA
E-mail: vantaa.tyolupayksikko@mol.fi

Opening Hours

Tel. Service Mon-Fri 9-16, Tel. +358 10 19 4491
Office Hours 9.00 – 15.45

USEFUL LINKS

Living and Studying in Finland

Orientation Handbook for International Students at the University of Helsinki 2006-2007.

<http://www.helsinki.fi/admissions/ohb/contents11.htm>

Guide for International Students at Helsinki University of Technology 2006-2007

<http://kva.tkk.fi/en/index.html>

Helsinki Region Portal – a portal for finding the joint services in Helsinki Metropolitan area

http://www.helsinginseutu.fi/wps/portal/HelsinginSeutu?WCM_GLOBAL_CONTEXT=/HS/The+Region+of+Helsinki/First+page

The Centre for International Mobility <http://www.cimo.fi>

Publications in English: useful advice on studying and living in Finland, as well as basic information on Finnish universities and polytechnics

<http://www.cimo.fi/Resource.phx/cimo/publications.htx>

Living In Finland: A Brief Guide for International Students and Trainees

<http://www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2005.pdf>

Discover Finland <http://finland.cimo.fi/>

Virtual Finland <http://virtual.finland.fi/>

Info Bank Web Portal: important basic information for immigrants on Finnish society in 14 languages <http://www.infobank.fi>

Schools and Day-care

Finnish National Board of Education <http://www.oph.fi/english/SubPage.asp?path=447,4699>

Helsinki

The City of Helsinki Education Department (for schools, activities and daycare for children)

http://www.hel.fi/wps/portal/Opetusvirasto_en/?WCM_GLOBAL_CONTEXT=/en/Education+Department

The English School: www.eschool.edu.hel.fi

Ressu Comprehensive School: www.ressuy.edu.hel.fi

The International School: www.ish.edu.hel.fi

Espoo

City of Espoo: <http://english.espoo.fi/>

Vantaa

City of Vantaa: <http://www.vantaa.fi/en>

International School of Vantaa: http://www.vantaa.fi/en/i_alaetusivu.asp?path=110;15004

Research

Academy of Finland <http://www.aka.fi>

The Researcher's Mobility Portal <http://europa.eu.int/eracareers>

Intellectual Property Rights:

IPR Helpdesk www.ipr-helpdesk.org

Employment

Directorate of Immigration www.uvi.fi/en

Ministry of Labour Employment Services www.mol.fi/mol/en/index.jsp

Ministry of Labour Guide to Working in Finland

http://www.mol.fi/mol/fi/99_pdf/fi/06_tyoministerio/06_julkaisut/05_esitteet/tme7601e_workinginfinland.pdf

Career Services for University Students www.aarresaari.net/english

Career Services for Polytechnic/ University of Applied Sciences Students www.jobstep.net

Medical Care

National Agency of Medicines: www.nam.fi/english

Health Centres:

Health Care in Helsinki http://www.hel.fi/wps/portal/Helsinki_en/Artikkeli?WCM_GLOBAL_CONTEXT=/en/Helsinki/Services/Health+care+services

Health Care in Espoo <http://english.espoo.fi/default.asp?path=32373;37337;45340;36841>

Health Care in Vantaa http://www.vantaa.fi/en/i_alaetusivu.asp?path=110;14930

Public Transport

Helsinki Metropolitan Area Council www.ytv.fi/eng

Helsinki City Transport www.hkl.fi

Journey Planner <http://aikataulut.ytv.fi/reittiopas/en>

Taxation

Taxation in Finland www.vero.fi

News in English

Virtual Finland <http://virtual.finland.fi/news>

Helsingin Sanomat www.helsinki-hs.net

Statistics

KOTA Online service is a database maintained by the Ministry of Education, and it offers statistical data on universities in Finland <http://kotaplus.csc.fi:7777/online/Etusivu.do>

AMKOTA Online service is a database maintained by the Ministry of Education, and it offers statistical data on polytechnics in Finland <http://amkota.minedu.fi:8080/>

Statistics Finland (Tilastokeskus) http://www.stat.fi/index_en.html

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APPENDIX 1

International Degree and Exchange Students in the Higher Education Institutes
in the Metropolitan Area 2004 and 2006

| | International Degree Students 2004 | International Degree Students 2006 | International Exchange Students and Interns 2004 | International Exchange Students 2006 |
|--------------|---|---|--|---|
| HY | 1108 (1) | 1467 | 686 | 1186 |
| TKK | 678 | 836 | 371 | 378 |
| HKKK | 106 | 167 | 209 | 134 |
| SHH | 171 | 175 | 104 | 111 |
| SibA | 122 | 136 | 42 | 38 |
| TeaK | 18 | 18 | 3 | 5 |
| TaiK | 121 | 173 | 89 | 171 |
| KuvA | 37 | 43 | 17 | 15 |
| Total | 2361 | 3015 | 1521 | 2038 |

Sources: KOTA Online www.minedu.fi International Affairs Personnel at Universities 02/07 (2) CIMO www.cimo.fi 01/05 International Affairs Personnel at Universities 02/07 (2)

| | | | | |
|--------------|-------------|-------------|-------------|-------------|
| Haaga- | 156 | | 77 | |
| Helia | 382 | 726 | 178 | 175 |
| Evtek | 254 | 349 | 155 | 155 |
| Arcada | 197 | 237 | 66 | 80 |
| DiaK | 27 | 16 | 22 | 44 |
| Stadia | 184 | 204 | 98 | 158 |
| Sydväst | 30 | 6 | 11 | 7 |
| Laurea | 261 | 213 | 106 | 179 |
| Humak | 6 | 3 | 36 | 27 |
| LAMK | 130 | 130 | 121 | 126 |
| HAMK | 59 | 122 | 151 | 196 |
| Total | 1686 | 2006 | 1021 | 1147 |

Sources: Statistics of Finland www.tilastokeskus.fi 09/04 International Affairs Personnel at Polytechnics/ Universities of Applied Sciences 02/07 (2) CIMO www.cimo.fi 01/05 International Affairs Personnel at Polytechnics/ Universities of Applied Sciences 02/07 (2)

(1) The corresponding number in the University of Helsinki Statistics is 1257. The difference in numbers is due to differences in sources and manner of calculating (e.g. whether visiting students are included).

(2) Differences in sources should be taken into consideration when comparing the numbers.

HELSINKI EDUCATION AND RESEARCH AREA

Helsingin kauppakorkeakoulu (www.hse.fi)
Helsingin yliopisto (www.helsinki.fi/yliopisto/)
Kuvataideakatemia (www.kuva.fi)
Sibelius-Akatemia (www.siba.fi)
HANKEN Svenska handelshögskolan (www.hanken.fi)
Taideteollinen korkeakoulu (www.uaih.fi)
Teatterikorkeakoulu (www.teak.fi)
Teknillinen korkeakoulu (www.tkk.fi)
Maanpuolustuskorkeakoulu (www.mpkk.fi)
Arcada (www.arcada.fi)
Diakonia-ammattikorkeakoulu (www.diak.fi)
Haaga-Helia ammattikorkeakoulu (www.haaga-helia.fi)
Helsingin ammattikorkeakoulu Stadia (www.stadia.fi/www.metropolia.fi)
Humanistinen ammattikorkeakoulu (www.humak.fi)
Evtek ammattikorkeakoulu (www.evtek.fi/, www.metropolia.fi)
Laurea-ammattikorkeakoulu (www.laurea.fi)
Hämeen ammattikorkeakoulu (www.hamk.fi)
Yrkeshögskolan Sydväst (www.sydvast.fi)
Lahden ammattikorkeakoulu (www.lamk.fi)