



## **CHECKLIST for new international students**

### **STUDENT UNION FEE FOR BACHELOR AND MASTER'S LEVEL STUDENTS**

- Pay the Student Union fee (54,50eur per term) at the OYY office in Linnanmaa Campus. After payment visit your own Faculty's study affairs to show the receipt. Study affairs mark the membership to weboodi and print you the study certificate.
- Information on Faculty study affairs is available at <http://www.oulu.fi/university/faculty-study-affairs>

### **STUDENT ID CARD FOR BACHELOR AND MASTER'S LEVEL STUDENTS**

- Get information on the student card application from the OYY office or at frank.fi.
- We recommend you to get the Frank mobile app, it is free of charge.
- Frank app requires your ID number. This is available in both weboodi and in your SoleMOVE application. Please see below for information on getting a real Finnish ID number.

### **FINNISH ID NUMBER**

All international students must apply for a Finnish ID number in person from the Local Register office ([www.maistraatti.fi/en](http://www.maistraatti.fi/en), address Isokatu 4, open Mon-Fri 9-16.15). No appointment needed, getting it is free of charge. Documents to take with you are:

- passport or official identification
- study certificate at the University
- residence permit, if available
- Application form (available at the Register office)
- N.B. If an EU citizen applies for the number over 90days after arriving in Finland the student must also have done the registration of stay in Finland at the police station

**THE ID NUMBER MUST BE NOTIFIED IN PERSON TO YOUR OWN FACULTY'S STUDY AFFAIRS WITHIN TWO WEEKS AFTER ARRIVAL.**

**N.B. IF YOU HAVE A RESIDENCE PERMIT CARD IT SHOULD ALREADY HAVE AN ID NUMBER AVAILABLE AT THE BACK → INFORM TO YOUR FACULTY'S STUDY AFFAIRS**

## ACADEMIC MATTERS

- These are handled entirely at the academic departments and faculties
- Make sure you know who your exchange coordinator is (<http://www.oulu.fi/university/studentexchange/infosheet>)

## HOUSING THROUGH PSOAS

- If you did not sign the tenancy agreement at the orientation you must visit PSOAS office to sign it (Address Mannenkatu 1). Make sure you visit the office as soon as possible after your arrival.

## ICT LOGIN AND PASSWORD

- Exchange students: Account information sent through e-mail in advance. If you did not receive it or were not able to login visit ICT helpdesk, contact [neuvonta@oulu.fi](mailto:neuvonta@oulu.fi) or chat with ICT (see <http://www.oulu.fi/ict/students>, when chat available it opens from the right)

## EU CITIZENS

- If you stay in Oulu for longer than three months: register your right to reside in Finland, see <http://migri.fi/en/i-am-an-eu-citizen-or-a-family-member> for more information. You can also apply for the Finnish ID number at the same time, i.e. you would not need to visit the Local Register office separately.

## CHECK YOUR INFORMATION IN WEBODI

- Check your personal information in Weboodi ([weboodi.oulu.fi](http://weboodi.oulu.fi)) to make necessary corrections in your personal information or to add missing information.

## ERASMUS EXCHANGE STUDENTS: ARRIVAL FORMS, LEARNING AGREEMENTS AND OTHER DOCUMENTS THAT NEED TO BE SIGNED

- Erasmus documents are signed by the faculty/departmental exchange coordinator, preferably during the Study info session during the orientation week. Please remember that you can also send these to the coordinator through e-mail.