



PORVOO

BORGÅ

Welcome to Porvoo –  
useful information on services and  
contacts for immigrants

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# A newcomer's first steps

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## EU citizens

EU citizens may reside in Finland without registering their right of residence for a maximum of three months on the condition that they hold a valid identity card or passport and that they are not considered a danger to public order or security.

EU citizens residing in Finland for more than three months must register their residence at the District Police of their place of residence within three months of the date of entry into the country.

Family members of EU citizens who are not EU citizens and who reside in Finland for more than three months may apply for a residence card of a family member of an EU citizen. The application for a residence card must be filed within three months of the date of entry.

## Non-EU citizens / residence permit

The general provision is that a residence permit must be applied for abroad – before the person in question enters Finland. Applications for a residence permit in Finland are filed at Finnish missions or, in case the applicant is in Finland, at the local Police. Applications for extended residence permits and permanent residence permits can be filed in Finland only. The first fixed-term residence permit is issued by the Finnish Immigration Service, and new fixed-term residence permits (extended permits) are issued by the Police.

### A newcomer's checklist

If you are a newcomer in Porvoo and intend to stay here permanently, there are a few things you should do:

1. You should go to the local Register Office (maistraatti) to submit two forms: a registration information form on a foreigner staying in Finland, and a notification of move.
2. You should go to Kela (the Social Insurance Institution of Finland) and apply for coverage by the Finnish social security system.
3. You should go to the Local Inland Revenue Office and ask for a tax card
4. In case you are unemployed, you are advised to go to the Employment and Economic Development Office to be registered as an unemployed jobseeker
5. Open a bank account

# Settling down in Porvoo - a road map for immigrant newcomers

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The municipality of Porvoo or the Employment and Economic Development Office of the district of Uusimaa will make a “road map” for every immigrant newcomer who settles down in Porvoo.

## **You have a right to such a road map if:**

- your municipality of residence is Porvoo, and
- you have moved to Porvoo from abroad or from another Finnish municipality, and
- no road map has been made for you before, and
- you have been resident in a Finnish municipality for a maximum of three years

Making a road map for you will help you find useful services and cope with your everyday life in a new country. If necessary, an interpreter can be invited to help you during your road map process.

The road map process gives you information of

- studying Finnish or Swedish
- getting employed
- education and training opportunities
- services available in Porvoo

The road map process is free of charge for you.

## **How to start?**

In Porvoo, the Employment and Economic Development Office of the district of Uusimaa and the Immigration Services Office are responsible for immigrants’ road map processes.

If you are unemployed or if you are registered as a jobseeker, the Employment and Economic Development Office will take care of your road map process.

Uudenmaan työ- ja elinkeinotoimisto, Porvoo (The Employment and Economic Development Office of Uusimaa, Porvoo branch)  
Mannerheiminkatu 20 D, 06100 Porvoo  
Telephone: 0295 040 000 (switchboard)

If you or your family receive social assistance from the Social Services Office or if you request for a road map process on some other grounds, and you are not a customer of the Employment and Economic Development Office, the Immigration Services Office will be responsible for your road map process.

Maahanmuuttajapalvelut (Services for immigrants)  
Taidetehtaankatu 4 C, 3rd floor  
06100 Porvoo, tel. 040 531 5660 / 040 531 2660



The Social Insurance Institution of Finland (abbr: Kela) provides social security at various stages of life. Those who intend to stay in Finland permanently can apply for being included in the social security coverage by Kela. This can be done using Kela's online service or filling in Kela's form Nr Y77. Those who are covered by the social security system of Finland will receive a decision in writing. Kela's online service can also be used to check whether one is covered by the social security system of Finland.

### The Social Insurance Institution of Finland, Porvoo branch

Address	Lundinkatu 22, 06100 Porvoo
Telephone	020 692 270
Fax	020 634 9660
Internet	<a href="http://www.kela.fi">www.kela.fi</a>

### Social security: moving to Finland or moving from Finland

#### If you move to Finland

Whether you are entitled to Finnish social security or not, depends mainly on the duration of your stay. If you intend to move to Finland in order to stay here **permanently**, the general rule is that you will be covered by the Finnish social security as of the day of your moving to Finland, and Kela benefits will be available for you.

A person is considered to live in Finland permanently if he/she has come to Finland as a returnee, or if he/she has come to Finland to work for at least two years, or if he/she is either married to a person who lives in Finland permanently or has a close family relation with a person who lives in Finland permanently. In addition, the person in question must also hold a residence permit issued for at least one year, should a residence permit be needed. Residence permits are issued by the Finnish Immigration Service.

If you move to Finland on a **temporary** basis, the general rule is that you are not entitled to Kela's social benefits. Students, for instance, are considered to have moved to Finland on a temporary basis only if studying is the only reason for them to have moved to Finland. In some cases, you are covered by the Finnish social security system on the basis of your work.

You are not entitled to the Finnish social security system if you are provided with benefits from another country on the basis of EU legislation or an Agreement on Social Security, or if you are covered by the social security system of another country in some other way. This, for instance, applies to:

- employees sent abroad from another EU/EEA country or Switzerland
- border employees
- employees who are in the service of a foreign country or an intergovernmental organisation, and also their family members.

If you move to Finland from another EU/EEA country or Switzerland on a provisional basis and have a European Health Insurance Card, you are eligible for necessary medical treatment.

### **If you move abroad**

You must always notify Kela if you move abroad – even if it will only be for a temporary stay. You must also notify Kela about your return to Finland.

### **If you intend to stay abroad for more than one year**

As to those who move abroad from Finland, the duration of their stay is usually the decisive criterion as to whether they are eligible for the Finnish social security system. If you intend to move abroad for less than a year – i.e. temporarily – you will, as a rule, be covered by the Finnish social security system during your stay abroad and you will be eligible for Kela benefits. Should you intend to stay abroad for more than a year, you are considered to have moved from Finland on a permanent basis and your eligibility for the Finnish social security system will end on the day of your move.

If you intended to stay abroad for less than a year – i.e. on a temporary basis – but in fact stay there over a year, this means that your stay abroad has changed from temporary to permanent and your eligibility for the Finnish social security system ends as of the date of the change of circumstances. You can contact the Kela online service to check if you are covered by the Finnish social security system.



### **Register Office for the District of Eastern Uusimaa, Porvoo branch**

Address Piispankatu 34, PL ( P.O.B) 233, 06101 Porvoo

Registration of foreigners Tel. 029 5536 396, 02955 36397

Internet [www.maistraatti.fi](http://www.maistraatti.fi)

**The Register Office enters a foreigner in the Finnish population register on a temporary or on a permanent basis and gives him/her a personal identity code.** In order to be entered in the register, you must present

- a passport or (in case you are an EU citizen) an official identity card
- a residence permit or (in case you are an EU citizen) a proof of registration of a EU citizen's right of residence
- a contract of employment or a student's certificate
- in order to be registered, you must have accommodation – i.e. a place designated to be used for dwelling purposes
- you will be registered by the Local Register Office depending on the municipality where you have your accommodation
- **After registration, you will get a personal identity code. Please check if you have the right to a "municipality of residence" entry**

**In order to register the members of your family, the Local Register Office will need the following documents legalized and translated into Finnish, Swedish or English.**

- **birth, marriage, divorce and custody certificates**



## Police

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The Permit Unit of the Porvoo Police deals with applications for residence permits, citizenship and foreigners' identity cards as well as applications for refugees' travelling documents and aliens' passports; the Unit is also responsible for the registration of EU-citizens and their driving licence applications in the Porvoo area of the Police District of Eastern Uusimaa.

### **The Porvoo Police Station**

Address	Tulliportinkatu 1, PL (P.O.B.) 84, 06101 Porvoo
Telephone	071 8730 291
Fax	071 8738 788
Internet	<a href="http://www.poliisi.fi">www.poliisi.fi</a>

### **Permits for foreigners**

**The general rule is that residence permit applications must be submitted abroad, before arriving in Finland. An application can be submitted to a Finnish mission or – should the applicant be in**

**Finland - to the local police. Extended permit applications and permanent residence permit applications can be submitted in Finland only.**

The Local Police issue

- the first residence permit to a foreign family member of a Finnish citizen who resides in Finland and to this family member's unmarried minor child
- extended fixed-term residence permits and permanent residence permits to foreign nationals residing in Finland
- extended residence permits and permanent residence permits for employees and self-employed persons

A foreign national must submit his/her application to the Police personally or via a proxy. A personal visit to the Police is necessary so that the applicant's identity can be confirmed before decision-making.

**As for European Union (EU) nationals,** the Local Police

- take measures to register a right of residence, and deal with residence cards of EU-citizens' family members in case these family members are non-EU citizens

In order to register a right of residence, the following is needed:

- an EU registration form (consult the website of the police)
- a national identity card or a passport
- in case of gainful employment, you must submit a certificate from your employer confirming the employment, or a reference
- a self-employed person must present an account of his/her work
- a student must present an account of being registered at a Finnish educational institution, and also an account of having sufficient health insurance cover
- those who do not fall into the category of employers or self-employed persons, must present an account of their means of support

As a rule, a precondition for registering a right of residence is that the applicant has sufficient means to support himself/herself and his/her family. No fixed amounts have been laid down for the income requirement, and the individual circumstances of each applicant are taken into consideration in the decision-making process. In addition, the police can also request for some other information.

- A registration of a right of residence is valid until further notice. After being continuously and legally resident in Finland for five years, an EU citizen is entitled to permanent residence. The residence card of an EU citizen's family member is generally valid for 5 years. After this, a permanent residence card may be obtained

**Citizens of the Nordic countries** do not need a visa or a residence permit to live or work in Finland. No passport or other identity document is required if a Nordic citizen travels directly to another Nordic country. However, Nordic citizens must be able to prove their identity and Nordic citizenship if necessary; they are, therefore, advised to carry a passport or an identity document

with them. Nordic citizens must register their residence at the Local Register Office if they come to Finland for other purposes than a short stay; they are, therefore, exempted from having to register their residence at the Local Police. The police may issue foreigners' identity cards to foreigners. These cards cannot be used for travelling abroad from Finland because they are not travelling documents. The police can also, on application, change a driving licence issued in an EU or an EEA country into a corresponding Finnish driving licence.

### **A residence permit for a family member of a Finnish citizen**

A residence permit for a family member of a Finnish citizen is issued in Finland or may be applied for abroad. In Finland, the decision on issuing a residence permit for a family member of a Finnish citizen is made by the police department in the applicant's place of residence.

The following people are regarded as family members

- a spouse or a registered partner of the same sex, or a person with whom the person concerned shares the care and custody of a child
- an unmarried child under 18 years
- a cohabiting partner, if the partners have been living together for a minimum of two years or if they share parenthood of a child

In order to enter the country, the family member of a Finnish citizen must apply for a visa from a Finnish mission if because of his/her nationality, a visa is required for him/her to enter Finland. When applying for a visa, the real reason for entering the country must be given, such as marriage, a registered partnership, a cohabiting partnership or an intention to marry or start a family.

### **In order to submit a spouse's or a partner's application, the following is needed:**

- a residence permit application (OLE\_PH2); to be completed by the applicant
- a family tie clarification form (PK2\_plus); to be completed by the Finnish spouse
- a passport
- a marriage certificate and, if necessary, its official translation into Finnish, Swedish or English, and also an apostille
- for cohabiting couples, proof of the fact that the partners have lived together for two years, if they do not have a child in their joint custody
- a photo

### **In order to submit a child's application, the following is needed:**

- a residence permit application (OLE\_PH4)
- a family tie clarification form (PH4\_plus, PK4\_plus)
- a passport
- a birth certificate

- the other parent's consent for the child to move to Finland / proof of being the sole provider (carer) and custodian of the child
- a photo

When an application for a residence permit is submitted, a residence permit fee must be paid. Should the application be refused or dropped, the fee must, nevertheless, be paid.

### **A student's residence permit**

New fixed-term residence permits (extended permits) are issued by the police department in the student's place of residence. A student applies for the permit in writing, using an appropriate form. A fee must be paid when submitting the application. The first permit is issued by the Finnish Immigration service.

The police will issue a new fixed-term residence permit if the criteria on which the previous fixed-term residence permit was issued are still valid.

In order to apply for a new fixed-term residence permit, you will need:

- an application form (OLE\_OPI)
- a passport
- information on the student's means of support
- information on health insurance
- a certificate of attendance from a Finnish educational institution
- information on the progress of studies (study attainments)
- a photo

### **A student's health insurance**

To his/her application, a student must attach proof of having a comprehensive health insurance policy. A comprehensive insurance is one that covers treatment and expenses similar to those of the municipal health care and national health insurance systems

A residence permit can be issued only if the student has valid insurance cover with a reliable and financially stable company or institution.

- If the duration of studies is less than two years, the general rule is that the student must have an insurance policy covering medical expenses up to EUR 100.000.
- If the estimated duration of the studies is at least two years, the student is usually assigned a municipality of residence in Finland and will thus be covered by the municipal health care services. In this case the general rule is that the insurance must primarily cover pharmaceutical expenses up to EUR 30.000.

## **A student's means of support**

In order to obtain a new fixed-term permit, a student must have secure means of support as in case of his/her first permit. Temporary resorting to income support or similar social assistance benefits is not an impediment to issuing this permit.

A student must prove that he/she has secure means of support either through a grant, stipend or other funds. The applicant must have a minimum of EUR 560 a month, or EUR 6.720 a year at his/her disposal. If the educational institution in question offers not only free education, but also free board and lodging, the requirement for the amount of money that the student must have at his/her disposal may be lowered.

Citizens of EU countries and those comparable with citizens of EU countries do not need a residence permit. If an EU citizen resides in Finland for more than three months, he/she must register his/her stay with the police department of his/her place of residence within three months of the date of his/her entry into the country.

When an application for a residence permit is submitted, a residence permit fee must be paid. Should the application be refused or dropped, the fee must, nevertheless, be paid.

## **A self-employed person's residence permit**

A self-employed person's new fixed-term residence permit (extended permit) is issued by the police department of his/her place of residence. The permit must be applied for in writing, using an appropriate form. The first residence permit is issued by the Finnish Immigration Service.

Residence permits for self-employment involve a partial decision by the Centre for Economic Development, Transport and the Economy (the ELY Centre). After the partial decision has been made by the ELY Centre, the final decision on the residence permit will be made by the police. A permit application should be submitted in good time before the previous permit expires.

The police will issue a new fixed-term residence permit if the criteria on which the previous fixed-term residence permit was granted are still valid.

The following must be attached to the application:

- a residence permit application for the purpose of self-employment (OLE\_EHA)
- a copy of the applicant's passport (when applying for the permit, the applicant must present his/her passport)
- a photo
- information on the business premises (attach the rental agreement etc.)
- a certificate of the self-employed person's professional qualifications (competence)

- information on the applicant's income (an official profit and loss account and a balance sheet)
- information on the employment impact of the enterprise (assess how many employees the enterprise will probably need)
- the trade register extract of the enterprise

Citizens of EU countries and those comparable with citizens of EU countries do not need a residence permit for self-employment purposes.

When an application for a residence permit is submitted, a residence permit fee must be paid. Should the application be refused or dropped, the fee must, nevertheless, be paid.

### **A residence permit and an extended permit for employment purposes**

A new fixed-term residence permit (extended permit) for employment purposes is issued by the police department of the employed person's place of residence. The permit must be applied for in writing, using an appropriate form. The permit fee must be paid on submitting the application. The first residence permit is issued by the Finnish Immigration Service.

A residence permit for employment purposes involves a partial decision by the Employment and Development Office. After the partial decision has been made by the Employment and Development Office, the final decision on the residence permit will be made by the police. A permit application should be submitted in good time before the previous permit expires.

The police will issue a new fixed-term residence permit if the criteria on which the previous fixed-term residence permit was issued are still valid.

In order to apply for a new fixed-term residence permit, the following is needed:

- an application form (OLE\_TY1)
- a TEM054 form - an Appendix to a worker's residence permit application to be filled in by the employer
- a passport
- a photo
- an accountant's certificate of salaries paid

Citizens of EU countries and those comparable with citizens of EU countries do not need a residence permit for employment purposes. When an application for a residence permit is submitted, a residence fee must be paid. Should the application be refused or dropped, the fee must, nevertheless, be paid.

### **Permanent residence permits and EC residence permits for citizens of third countries with a long-term residence history**

The police department of the foreign national's place of residence will issue a permanent residence permit if the applicant has been continually resident in Finland for four years on a fixed-term continuous residence permit (status A) and the criteria for issuing a continuous residence permit are still valid.

The enclosures to an application for a permanent residence permit are similar to those to an application for a fixed-term residence permit. The fees for permanent residence permits and fixed-term residence permits are the same.

The four year time period is counted from the date on which the foreign national has entered the country if he/she, upon entry, had a permit entitling him/her to continuous residence in the country. If a residence permit has been applied for in Finland, the four year period begins on the first day of the first fixed-term residence permit issued for the purpose of continuous residence.

A permanent residence permit may be refused if:

- the applicant has been found guilty on an offence punishable by imprisonment
- the applicant is suspected of an offence punishable by imprisonment
- the applicant has been found guilty of two or more offences
- the applicant is suspected of two or more offences

A permanent residence permit is valid until further notice.

### **EC residence permits for citizens of third countries with a long-term residence history**

An EC residence permit for a citizen of a third country with a long-term residence history is valid until further notice. The police will issue an EC residence permit for a citizen of a third country with a long-term residence history in case he/she has, after having obtained a continuous residence permit, continually resided in the country for five years prior to submitting a residence permit application if the criteria for issuing a continuous residence permit exist. The expression "citizens of third countries" refers to citizens of other countries, but not those in the EU or comparable with the EU.

The grounds for refusing a permit are the same as in the case of refusing a permanent residence permit.

### **Residence permit cards**

An application for a residence permit card must be submitted to the police if:

- the passport or the travelling document which bears your valid residence permit expires

- your previous residence permit card expires
- your previous card has been lost or stolen
- your personal data have changed and they are now dissimilar to the personal data in your passport or other travelling document

In order to apply for a residence permit card, you will need:

- an appropriate form (OLE\_KORTTI)
- a valid passport
- a new passport photo, which must be taken according to special instructions by the police

When an application for a residence permit card is submitted, a fee must be paid. Applicants must submit their applications to the district police in person because their fingerprints will be taken.

In the beginning of 2012, Finland introduced biometric residence permit cards. Residence permit stickers will no longer be attached to travelling documents.

Amendments to the Aliens Act entered into force on January 1, 2012, and granting biometric residence permit cards began as of the same date.

### **An application must be submitted in person**

The amendments to the Aliens Act mean that from the beginning on 2012, a residence permit application can only be submitted by the applicant himself/herself. A family member who resides in Finland (a sponsor) or an employer can no longer submit an application on behalf of an applicant.

As a rule, the first residence permit must still be applied for at a Finnish mission abroad. The residence permit card is to be collected at the same place where the application was submitted.

The following permits can be applied for online:

- registration of a residence right of an EU citizen
- a residence permit card for a family member of an EU citizen
- certain extended permits (the police can give you additional information)

The appropriate forms are to be found at: [www.migri.fi](http://www.migri.fi), Pikalinkit->Lomakkeet.

### **Applications for new permits must always be submitted to the Finnish police**

Applications for extended permits and permanent residence permits can only be submitted at a police station in Finland. Similarly, in case a residence permit is lost or stolen, a new card can only

be applied for at the Finnish police. All decisions on permit extension applications and re-applications will be made by the police.

Those who have valid residence permit stickers attached to their passports do not need to have the stickers changed into cards. A residence permit card must, though, be applied for without delay as soon as the passport has expired.

### **Re-attaching a permit into a new travelling document**

With introducing residence permit cards, the police will not re-attach residence permit stickers to new travelling documents. When a travelling document expires, the customer must apply for a biometric residence permit card.

Foreign nationals' permits are liable to charges. You can check the charges on the police website: <http://poliisi.fi/poliisi/home.nsf/www/palveluhinnasto>



## Social and health services

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### **The social and health services provided by the City of Porvoo**

Those who are registered as permanent residents of a municipality at a Local Register Office are entitled to municipal social and health services. You can ask the Social Affairs Office of your own area whether you are eligible for social assistance. The municipal Immigration Service can provide you with general information on immigration matters. The City of Porvoo supports its inhabitants at various stages of their lives and helps them in dealing with their problems, such as financial difficulties, drug and alcohol abuse problems and child protection issues. There are, for instance, services for families with children, elderly people, disabled people and immigrants.

### **Social services and services for families**

Address	Taidetehtaankatu 4 C, 06100 Porvoo
Telephone	019 520 3400
Fax	019 520 3202
Internet	<a href="http://www.porvoo.fi/fi/palvelut/perhe- ja_sosiaalipalvelut">www.porvoo.fi/fi/palvelut/perhe- ja_sosiaalipalvelut</a>

## Services for immigrants

Porvoo has received refugees since 1988. At the end of September, 2012, Porvoo was the home of 1718 foreign nationals from 92 countries. Immigrants comprise approximately 3.5 per cent of the population of Porvoo.

The mother tongue of some three per cent of the inhabitants of Porvoo is some other language than Finnish or Swedish. On an average, a third of the immigrants are refugees or Ingrian returnees. The rest have come to Porvoo because of family ties or on the basis of an employer's residence permit.

The Immigration Service Unit is assigned to receive refugees and returnees who either will be settled in the city or come to the city independently. To facilitate their integration process, they are provided with information on Finnish society; the idea is to involve both our customers and various authorities and organisations in this process. In addition, the Immigration Service Unit gives guidance and advice to other immigrants, authorities and private persons about immigration issues.

Address	Taidetehtaankatu 4 C, 3rd floor, 06100 Porvoo
Telephone	019 520 3400
Fax	019 520 3202
Internet	<a href="http://www.porvoo.fi/fi/palvelut/perhe-_ja_sosiaalipalvelut/maahanmuuttajapalvelut">www.porvoo.fi/fi/palvelut/perhe-_ja_sosiaalipalvelut/maahanmuuttajapalvelut</a>

**Emergency social services in the Eastern Uusimaa District.** The Eastern Uusimaa emergency social services can step in if urgent social work measures are needed outside office hours. The emergency social services work on weekdays from 15.00 to 8.00 o'clock, and on weekends from Friday 15.00 o'clock to Monday 8.00 o'clock.

Nordenskiöldinkatu18, 06100Porvoo  
Tel: 040 517 4194  
Fax: (019) 667 201

e-mail: [sosiaalipaivystys@porvoo.fi](mailto:sosiaalipaivystys@porvoo.fi)

## Health services

The western health station serves all those who live in the area west of the river Porvoo and, in addition, also those who live in the area east of the river Porvoo, north of the motorway and the Old Loviisa road (Vanha Loviisantie)

### The Western Health Station (Läntinen terveystasema)

Address	Askolinintie 1, 06100 Porvoo
Telephone	019 520 4351

Fax 019 520 4810

The Eastern Health Station (Itäinen terveysasema)

Address Piispankatu 22, 06100 Porvoo

Telephone 019 520 4233

Fax 019 520 4232

**Emergency cases (evenings and weekends)**

Tel. 020 692 260

On weekdays (16.00–22.00) and during weekends (8.00–22.00), emergency cases of the health centre are dealt with in the premises of the Porvoo hospital. Appointments to on-duty treatment must be reserved by telephone. Only emergency cases are dealt with without phone reservation.

**In the night-time (22-8)**

The emergency ward (policlinic) of the Porvoo hospital has 24-hour service. In the night-time (22-8) the emergency ward of the Porvoo hospital is the only emergency ward on duty in the whole eastern Uusimaa area. The emergency ward provides specialized medical treatment for patients who have suddenly fallen ill and are in need of urgent help. The general rule is that an on-duty treatment referral is needed, but in an emergency case no referral is required.

The emergency ward (policlinic) of the Porvoo hospital  
Sairaalantie 1  
Tel. (019) 548 2551

 **Työ- ja elinkeinotoimisto**  
**Employment and Economic Development Office**

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**The Employment and Economic Development Office in the Uusimaa District**

Address Mannerheiminkatu 20 D, 06100 Porvoo

Telephone 0295 040 000

Internet [www.mol.fi](http://www.mol.fi)

## **Services for immigrants**

The Employment and Economic Development Office – usually abbreviated to the TE Office – informs you on available jobs and supports you in job-seeking. The TE Office also organises Finnish language courses, vocational education and practical training in the workplace.

### **How do I become a customer of the TE Office?**

If you want the TE Office to provide services for you, you must be a customer of the Office. Registering yourself as a jobseeker will make you a customer. You can get registered online via the website of the TE Office. Having done that, you have to pay a personal visit to the TE Office at your earliest convenience.

### **When you come to the TE Office for the first time, you should take with you the following documents:**

- your passport, or a certificate given by the police on a temporary seizure of your passport
- your residence permit or a certificate of registration of an EU citizen's rights of residence (given by the police)
- an extract from the population register given by the Local Registry Office or a certificate with which you prove that you have a Finnish identity number (for example your Kela card)
- your job references and school reports translated into Finnish, Swedish or English

### **How do I stay a customer of the TE Office?**

You stay a customer of the TE Office by being in regular contact with the Office. When you come to the Office for the first time, you will receive a customer's card. In your card, a date will be written by which you must contact the Office again. You can contact the Office either by paying a visit to the Office or by telephoning it. You might also be invited to the Office at some other time. You have to arrive at the Office on the day and at the hour of the invitation.

### **What happens after I have been registered as a jobseeker?**

When you move to Finland, you can apply for services which help you adapt into Finnish circumstances.

The following services are available for you during your initial stage:

- basic information on Finland and on your municipality of residence
- consultation and guidance
- a road map process
- an integration plan
- integration schooling

You can ask the TE Office or your municipality to draft a road map for you. If you intend to start working, you should first turn to the TE Office for a road map process. Drafting a road map means a conversation with an authority to get a clear picture of your situation and to clarify what kind of

services you will need. Drafting a road map for you may, for instance, include a test of your language skills, as well as getting background information of your other skills and know-how.

Based on your road map, the TE Office or the municipality will assess your specific integration plan needs. When a road map has been drafted for you, you can have access to integration schooling or language schooling, or you can get help in jobseeking.

An integration plan is an agreement on integration schooling - for instance on participating in a language course, job training or other activities which are beneficial for your integration.

Your integration plan will be drafted either by you and the TE Office or by you and a municipal authority. A plan can be made if, on the basis of your road map process, it becomes evident that you will need support in your integration. Integration plans vary in duration. How long you will need support will depend on your own working and education background and on your own aims.

As long as you participate in integration measures, you may be paid integration benefit so that you can make the ends meet.



## TAXATION

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### Inland Revenue, Porvoo Branch

Address Tulliportinkatu 1, PL (P.O.B.) 94, 06101 Porvoo

Telephone 020 612 000

Fax 020 612 7911

Internet [www.vero.fi](http://www.vero.fi)

Office hours Monday–Friday 9–15 hours

The Finnish Tax Administration gives information in Finnish, Swedish and English in the Internet. The website [www.vero.fi](http://www.vero.fi) gives advice on taxation to individual customers: tax cards, tax on income and tax deductions.

All those who have an income (salary, wages) or receive taxable benefits in Finland need a tax card. To get a tax card, you need to have an identity number from your Local Register Office. Your tax rate will depend on your estimated income for a whole year.

If you intend to start a company, you must fill in a registration form. You find it either in the Internet (website [www.ytj.fi](http://www.ytj.fi)) or you can fetch it from the Inland Revenue Office. On the form, you

have to estimate the income of your company, and your advance tax will be calculated accordingly.