Welcome to study
CIVIL AND CONSTRUCTION ENGINEERING
in Lappeenranta, Finland
Dear Civil and Construction Engineering Student

This booklet provides you with information on how to accept a study place at SAIMIA, how to start arranging your arrival in Finland (practical information on residence permits, insurances and financial arrangements) and how to start your studies in February.

You have been admitted to the Bachelor’s Double Degree Programme in Civil and Construction Engineering at Saimaa University of Applied Sciences (SAIMIA) in Lappeenranta.

Please notice that on 1 January 2020 Saimaa University of Applied Sciences and Lahti University of Applied Sciences will merge, establishing a completely new institution: the LAB University of Applied Sciences.

So welcome to study at the LAB University of Applied Sciences in Lappeenranta! We believe LAB is an excellent choice for your future.

HOW TO ACCEPT A STUDY PLACE

Accepting your study place
Please accept your study place by November 21, 2019 at 15:00 (GMT + 2) at “My Studyinfo” at studyinfo.fi.

If you do not observe this deadline, you will automatically lose your place to study without any exceptions.

After you have accepted your study place, you will need to enroll for the academic year through the OILI service by November 21, 2019 at 15:00 (GMT+2) at the latest.

If you are unable to accept your study place or enroll for the academic year through OILI, please send an email to admissions@saimia.fi.

How to apply for student housing
You can apply for student accommodation directly from the Lappeenranta Student Housing Foundation (LOAS). As soon as you have decided to accept your study place, remember to submit your housing application to LOAS without delay. LOAS processes housing applications in the order in which they are received.

If you apply as soon as possible and are able to begin your tenancy agreement early on, you will have better chances of receiving accommodation at the beginning of the semester. Please visit the LOAS website at loas.fi/en for detailed application instructions.

NOTE! When you arrive, you should pick your accommodation key from the LOAS office. Please make sure to arrive during their opening times. Please find the opening times at loas.fi/en.

How to apply for a residence permit in Finland
An international degree student must generally have a valid passport and, in the case of the majority of non-European citizens, a residence permit in order to enter and study in Finland.

As it can take several months for your residence permit to be issued, we highly recommend you to start the application process for your residence permit immediately after deciding to accept your study place.

You are required to apply for a Finnish personal identity code when applying for a residence permit. To apply for the personal identity code, simply ask to be registered in the Finnish Population Information System on your residence permit application.
Having a personal identity code facilitates e.g. payment of salaries, banking and access to health care.

Please see the Notice to degree students from the Finnish Immigration Service (MIGRI) attached to this booklet.

**Where to apply for a residence permit?**
Submit your application electronically at [https://enterfinland.fi/eServices](https://enterfinland.fi/eServices). You can also submit your application to a Finnish Embassy/Consulate in your home country or in a country in which you are legally residing. Applying electronically is the fastest way to obtain a decision concerning your application.

Due to biometrics, fingerprints are collected from all applicants. All students are, without exception, required to visit a Finnish Embassy/Consulate in person to give their fingerprints. Your application will not be processed before you have given your biometric details at an Embassy/Consulate.

Bring the originals of all your documents with you the Embassy/Consulate, even if you have submitted your application electronically.

The Finnish Immigration Service (MIGRI) will order a biometric residence permit card if a positive decision is made. It takes one to two weeks on average for the card to arrive at the Embassy/Consulate and there are no possibilities for expediting the delivery.

**What is the meaning of the certificate of admission when applying for a residence permit?**
A residence permit may be granted if the applicant has been admitted as a full-time student to a Finnish university of applied sciences and has a valid passport. Therefore, you must present the certificate of admission in the Finnish Embassy/Consulate. The degree which you intend to complete, and the approximate duration of studies are mentioned in the certificate of admission.

**Why do you need proof of financing for your living expenses?**
In addition to proving that you have been accepted to study at UAS, you must also be able to prove that your funds will cover your expenses in Finland during your studies.

Before the residence permit can be granted, you must prove that you have EUR 6,720 per year available (a bank deposit, an official scholarship, a loan etc.) for transfer to your account for study purposes. A written guarantee of sponsorship from a private person such as family member, friend or employer is not accepted. Kindly contact the nearest Finnish diplomatic mission for more detailed instructions.

As a rule, foreign citizens do not qualify for student financial aid from the Social Insurance Institution of Finland in the same way as Finnish citizens. On average, a student’s living expenses (housing, food, transportation) are estimated to be around EUR 700 per month. In addition to this, students must cover their travel expenses and health insurance policies.
Why is student health insurance required?
Every student submitting a residence permit application must attach details of comprehensive health insurance coverage to their application.

Comprehensive insurance coverage means insurance which includes the types of treatment and costs related to municipal health care services and the health insurance system. A residence permit can be granted only if the student has valid health insurance coverage from a reliable and solvent company or institution.

A student from a non-EU country must have a valid health insurance issued by reliable company or institution. Non-EU students who are studying in Finland in a full-time degree programme for minimum of two years need a health insurance that covers medical costs.

For more information, please see the website of the Finnish Immigration Service (MIGRI) migri.fi/en > Studying.

Orientation days
The orientation days in Civil Engineering programme will be arranged on February 3-4, 2020. The orientation programme will provide you with practical information about how to get your studies at LAB started, as well as introduces you to our staff and your fellow students.

Please note that attendance is mandatory on Monday 3 February at 9 a.m. at the Lappeenranta campus. The meeting point is at main entrance of LUT University (Yliopistonkatu 34, Lappeenranta).

Take also your passport with you on the orientation day and 10 Euros for the campus access key.

Further information
If you have any questions concerning your arrival or the start of studies, please contact Alexandra Karaseva at alexandra.karaseva@lut.fi or our International Services, email: incoming@saimia.fi

You will also find useful information about Lappeenranta campus etc. by visiting our web site lab.fi.

We are looking forward to seeing you at LAB!
CONGRATULATIONS ON YOUR STUDY PLACE IN FINLAND!

Are you a citizen of EU, Iceland, Liechtenstein, Norway or Switzerland?

- If your answer is ‘yes’, you do not need a residence permit. For information on EU citizens’ registrations please go to: http://migri.fi/en/i-am-an-eu-citizen

- If your answer is ‘no’, you have not been granted residence permit for studies by some other EU Member State and you plan to study in Finland for more than three months: you will need a residence permit
  - if you plan to study in Finland for 90 days or less, you may need a visa.
  - Information on visas is available at www.formin.fi

- You can come to Finland to carry out part of your studies for a period up to 360 days, if
  - you have been granted a residence permit for studies by some other EU Member State than Finland and if you are covered by a programme or an agreement specified in the Finnish act on residence permits for students. If this is the case, you must submit a mobility notification to the Finnish Immigration Service.
  - For instructions, please go to: https://migri.fi/en/mobility-notification-to-finland

This letter is for all those students who need a residence permit. Next you need to:

- Submit an application for a residence permit online at https://enterfinland.fi/eServices
- Apply for your residence permit abroad, not in Finland.
- Visit a Finnish embassy/consulate in person for identification and fingerprinting
- Contact the embassy or consulate in advance to arrange a visit. All Finnish embassies and consulates are listed at https://um.fi/web-presence-of-the-finnish-missions
- If there is no Finnish diplomatic mission in your country, contact a Finnish mission in another country to confirm your visit. Please notice that you need to be legally in that country.

Your application will be processed only after you’ve visited a Finnish embassy. Also the estimated processing time of your application starts from the day you visit the embassy

Important to remember:

Start preparing your application immediately after receiving your acceptance letter. The entire process may take several weeks. The application process is longer if you submit an incomplete application, so be sure to follow the instructions on the next page of this letter.

Check out more information at www.migri.fi/studying_in_finland.

We process all residence permit applications based on studying as urgent. To follow the progress of your application, log on to your electronic account. You can also find updates on application
queues at www.migri.fi. Remember that telephone or e-mail inquiries will not make the process faster.

If your application is approved, you will get a biometric residence permit card. The card is manufactured in Finland and delivered to the Finnish embassy. It’s not possible to expedite the delivery of the card or collect the card from Finland. You cannot come to Finland without the residence permit card.

Airline tickets should not be acquired in advance since the decision might not be ready before your flight to Finland.

HOW TO PREPARE A PERFECT APPLICATION?

Open an electronic account at https://enterfinland.fi/eServices. Log on to your account and fill in the application form for studies. Make sure to fill in your name as it is in your passport, your contact details and the date you plan to arrive in Finland.

Next, collect these mandatory appendices. If your documents are not in Finnish, Swedish or English, have them translated into one of these languages by an authorized translator. Take the originals of your documents with you to the embassy.

You find more information about the appendices from our website: http://migri.fi/en/studying-in-finland

A study place

- Acceptance letter from a Finnish education institution
  - If your acceptance letter was sent to you by e-mail, include the forwarding e-mail from the Studyinfo.fi service/ the school in Finland.

Health insurance

- If your studies in Finland last two years or more: your insurance must cover medical expenses up to at least 40,000 €.
  - After arriving in Finland, apply for a home municipality at your local registry office to be eligible for public health care
- If your studies last less than two years: your insurance must cover both sickness and accident related medical expenses up to at least 120,000 €.
- Your insurance must be valid throughout your entire stay in Finland. Take out insurance for a year if you plan to study in Finland for at least a year.
- Make sure that there are no restrictions to the number of days within the period of validity. Travel insurances are often valid for 90 days per trip -> not acceptable.
- Acquire an insurance document which indicates the following information:
  - Your personal details
  - Period of validity of insurance
  - Geographical area in which your insurance is valid
  - Insurance coverage
  - Insured amounts
  - Amount of deductible, or a mention that there is no deductible
- Do not terminate your insurance! Otherwise you will be responsible for the costs yourself.
Sufficient funds

You must have **13 440 € for two years (≈560 €/month)** as a bank deposit or as a scholarship or grant. If you only want the residence permit for one year at a time, you must have **6 720 €**.

- **A bank statement from your own bank account:** Make sure the statement indicates you as the account owner. A shared account or a written guarantee of sponsorship from a private person is not accepted.
- **A certificate of a scholarship** granted by a state, an organisation or an educational institution. The certificate must indicate the recipient, amount and duration of the scholarship. A bank statement is not necessary if the scholarship fully covers the requirement.

Tuition fees

- If you pay your tuition fee before arriving in Finland, please attach documentation of the paid fee.
- If you pay the tuition fee only after arriving in Finland, please attach documentation of necessary means for paying the tuition fee. You cannot use means reserved for your support to pay the tuition fee.
- If you have been exempted from paying tuition fees, partially or entirely or received a scholarship, you have to present a **certificate from the educational institution of this**.

A passport and a passport photo

Please remember that you must have a passport that is valid throughout the time your residence permit is valid ie. if you are applying for a residence permit for two years, your passport has to be valid at least for two years.