



# Moving to Finland



A manual for Finland-bound quota refugees

[mof.fi](http://mof.fi)



**Finnish Immigration Service (Migri)** is a government agency under the Ministry of the Interior. It processes and makes decisions on matters related to immigration, residence, refugee issues and Finnish nationality. Migri also makes decisions on normal, emergency and urgent resettlement cases submitted to Finland by UNHCR and has an overall responsibility on the cultural orientation program arranged to the refugees already overseas before they move into Finland.

**International Organization for Migration (IOM)** is a Related Organization of the United Nations, and the leading UN agency in the field of migration. IOM is committed to the principle that humane and orderly migration benefits migrants and society.

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ENGLISH

# Moving to Finland

A Manual for Finland-Bound Quota Refugees

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# Introduction

This manual has been prepared by the Finnish Immigration Service and the International Organization for Migration, IOM, with great care to help you begin your journey as an accepted quota refugee who will be resettled to Finland. Please take your workbook with you to Finland; it can be very helpful for you in different situations as you settle in and learn to cope with the new society.

This manual is only meant for quota refugees and is not intended for those considering or preparing to move to Finland for other reasons other than resettlement. Quota refugees have a legal position that is different from other refugees or other people moving to Finland for other purposes, therefore the information in this manual does not necessarily apply to them.

## Where to find the Moving to Finland manual

This manual is available in multiple formats. This manual can be printed or used for example on your phone, laptop, or computer.

If you would like to browse or download the manual, go to the Moving to Finland website by typing the address [mof.fi](http://mof.fi) on your browser's address bar, and select your language version. You can download individual chapters on [mof.fi](http://mof.fi) by navigating to the part of the website that you are interested in and clicking the download link there. For example, if you would like to download the Daily Life module, click on the Daily Life link, scroll down to the bottom of the page and click on the download link on the light grey bar. In this manual, at the beginning of each module, there is also a link that can be used to find the module online.

To download the modules, you have to be connected to the internet. If there are any costs needed to access the internet, it is your responsibility to pay for them. The Finnish Immigration Service will not pay for these costs. When you are in Finland, you can use the internet connection available at public libraries.

## How to use the Moving to Finland manual

The manual is divided into nine modules. The modules are Finland, Preparing, Travelling, Daily Life, Education, Employment, Welfare, Language, and Links.

Each module focuses on a particular topic, and provides you with basic information that you can learn and discuss. The modules are independent from each other. It is however encouraged to go through as many modules as possible to have a better understanding of your integration process.

Each module has its own colour. The first page of each module contains links to the lesson section and the exercise part of the module; both are available online on Moving to Finland website.

Modules contain several exercises and bonus tasks. There are different kinds of exercises. For example, in some exercises you need to read and answer questions, in

some you have multiple choice answers, and in some you need to think and discuss with others during the pre-departure orientation. Each exercise has clear instructions.

Exercises will deepen your learning experience and knowledge about Finland. Bonus tasks will provide you with additional information and deepen your knowledge about the topics. You can do exercises and bonus tasks individually, in group or with your facilitator during the pre-departure orientation.

The answers to the exercises of the module can be found at the end of each module.

In each module, you can find some Quick Response (QR) codes. A QR code looks like this:



The QR codes are links in form of pictures, and they can be used to access websites. To access the websites through the QR codes, you have to be connected to the internet.

You can scan the QR codes with the camera of your smartphone. With some phones, you need a separate application for reading QR codes. On Android, you can download a QR code scanning application from the Google Play store. On iPhone, you can download a QR code scanning application from the App Store. On Windows Phone, you can download a QR code scanning application from the Windows App Store. On Sailfish OS, you can download a QR code scanning application from the Sailfish App Repository or other repositories. Start the QR code scanning application and proceed with the instructions.

### **Why use the Moving to Finland manual**

As a quota refugee, you can use this manual before, during, and after the pre-departure orientation. We highly encourage you to study this manual carefully. This manual has also been designed to encourage your independent learning process. You can access this manual any time online by typing [mof.fi](http://mof.fi) in your internet browser, which leads you to the Moving to Finland website. When you use this manual, always refer to the Moving to Finland website where you will find more information about Finland.

You are highly encouraged to start preparing for your resettlement, and this manual is one of the tools that the Finnish Immigration Service provides you with to improve your learning opportunities. Most exercises can be done by everyone regardless of age, gender, education level, or any other factor. Some exercises can be challenging and some easy – just like the different phases of your journey to Finland.

Remember that your learning efforts will be rewarded and they will support the beginning of your new life in your new home country.

Let's start learning about Finland and Finnish.

# Frequently asked questions

## 1. Where can I learn Finnish?

You can learn some Finnish in the language module. Additionally, you can go to [mof.fi](http://mof.fi) and then visit the language section. You will find plenty of links that will help you in your learning process. You can visit the website before and after your resettlement to Finland. It is encouraged to start learning the language as early as possible, already before moving to Finland.

## 2. Where can I find information about work?

You can find information about work in the employment module.

## 3. I cannot find the links to download the manual. What do I do?

The links are at the beginning of each module. You can write the address in your internet browser or use the QR codes. See the section How to Use Moving to Finland manual if you need further help.

## 4. The website is not accessible. What do I do?

Check your internet connection and try visiting the website again after a moment.

## 5. I could not do all the exercises. What do I do?

You can always try to do the exercises again when you have time. It is highly encouraged that you do all the exercises and read the provided answers. You can discuss with a friend or a family member and ask them for help if you want.

## 6. I did all the exercises. Where can I find more?

Visit [mof.fi](http://mof.fi) and check the language and links sections. Did you also do all the bonus tasks, which can be found in some of the modules?

## 7. Can I share this manual?

This manual is meant only for quota refugees and is not intended for other refugees or other people moving to Finland for other purposes. Therefore the information provided here is not necessarily applicable to them.

# Notes

Unless stated otherwise, the pictures available in this manual are in the public domain. If indicated otherwise, the pictures are property of their publishers and are only made available in this manual for learning purposes.

The manual provides basic information about Finland through examples and exercises. Answers can vary and are not exhaustive. While every effort is made to ensure that the information is up-to-date, the Finnish Immigration Service and the International Organization for Migration do not accept any responsibility for any direct or indirect damage resulting from possible errors in the content. Moreover, the Finnish Immigration Service and the International Organization for Migration are not responsible for the material produced by outside bodies despite providing links to them.

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# Finland

**Introduction to Finnish Society**



Where is Finland? What are the Finnish people like?  
What are the rights and obligations of residents in Finland?  
In this chapter, you will learn about these and more.

**In this module, you will learn about:**

- Geographical location and population
- Climate conditions
- State and municipalities
- Main sources of livelihood
- Cultural habits
- Position of family members
- In Finland as an immigrant

Read about this module at  
[mof.fi/sections/finland/en](https://mof.fi/sections/finland/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/finland/en](https://mof.fi/exercises/finland/en)  
or scan the QR code below



# Geographical location and population

---

Finland is located in the northern part of the globe and positioned between Sweden and Russia. In the north, Finland shares a border with Norway. Estonia is located on the south side of Finland. The official languages in Finland are Finnish and Swedish. The population of Finland is approximately 5.5 million people. There are about 250 000 foreign-language speakers in the country.

---

1. From the text, circle the country or countries that are neighbours of Finland?

Estonia | Russia | Sweden | France | Germany | Canada | Norway

2. Do you know the name of the continent where Finland is?

---

---

3. There is a map on the following page. Mark the location of Finland on the map.
4. On the same map, draw the route from your current location to Finland. How long does a flight take from your current location to Finland in your opinion? Discuss this with your family or colleagues.
5. On the same map, draw the other routes that you have been through in other countries.



- Finland is in Northern Europe.
- Finland's neighbours are Sweden, Norway, Estonia, and Russia.
- The official languages of Finland are Finnish and Swedish; however Finnish is much more common.



# Climate Conditions

Finland has four distinct seasons: spring, summer, autumn and winter. Each season has its own clothing needs and its own range of outdoor activities.

1. Let's look at the pictures found below. Which of them were not taken in Finland?
2. Are the climate conditions different from your home country or current country? How do you think the climate conditions would affect your daily life in Finland?





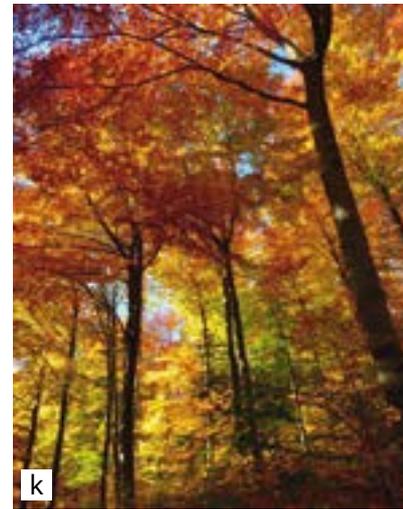
h



i



j



k



l



m



n

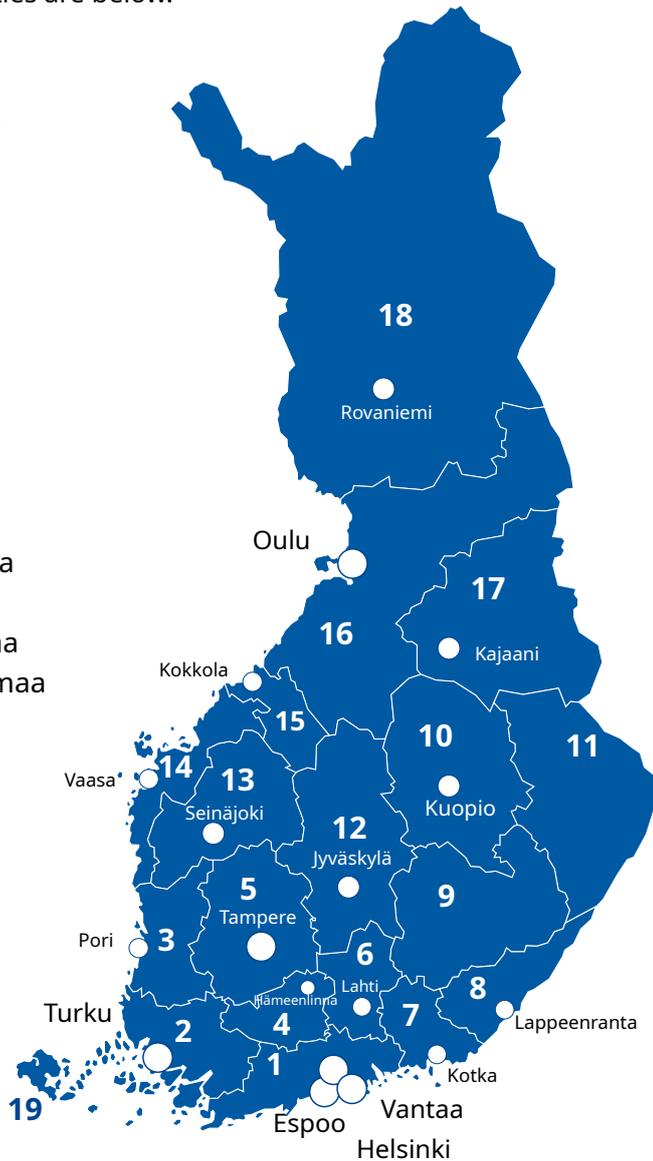


o

# State and municipalities

1. Let's look at the map. The names of the regions as well as some cities are below.

- 1 Uusimaa
- 2 Varsinais-Suomi
- 3 Satakunta
- 4 Kanta-Häme
- 5 Pirkanmaa
- 6 Päijät-häme
- 7 Kymenlaakso
- 8 Etelä-Karjala
- 9 Etelä-Savo
- 10 Pohjois-Savo
- 11 Pohjois-Karjala
- 12 Keski-Suomi
- 13 Etelä-Pohjanmaa
- 14 Pohjanmaa
- 15 Keski-Pohjanmaa
- 16 Pohjois-Pohjanmaa
- 17 Kainuu
- 18 Lappi
- 19 Ahvenanmaa



Now let's look at the emblems of the regions.



Finland is divided into regions, and each region is divided into municipalities. In this exercise, you will learn about the location and characteristics of each region as well as the location of some cities. You will do that by reading the descriptions of the regions found below and checking the emblems found on the previous page. Try to find which region has which emblem. Let's read all the descriptions before starting.

- a. **Ahvenanmaa:** It is the smallest region of Finland, and it is autonomous and demilitarised. The emblem is the only one that has a moose on it.
- b. **Etelä-Karjala:** The emblem has two swords. Lappeenranta is located in this region.
- c. **Etelä-Pohjanmaa:** Seinäjoki is located in this region. The emblem has many white weasels on a blue background
- d. **Etelä-Savo:** The emblem has a bow and arrow pointing to your right, and the region is a neighbour of Kymenlaakso. The largest lake in Finland, Lake Saimaa, is located here.
- e. **Kainuu:** The emblem is similar to that of Pirkanmaa but has green instead of red. Kajaani is located here.
- f. **Kanta-Häme:** Hämeenlinna is the principal city of the region. The emblem has three stars, four white flowers, and an animal.
- g. **Keski-Pohjanmaa:** The emblem has one weasel. Kokkola is located here.
- h. **Keski-Suomi:** The emblem has a black bird. Jyväskylä is located here.
- i. **Kymenlaakso:** The emblem has a fish. Kotka is located here.
- j. **Lappi:** This emblem is for the largest and northernmost province, where Rovaniemi is located.
- k. **Pirkanmaa:** The only colours of this emblem are red and yellow. Tampere is located here.
- l. **Pohjanmaa:** This emblem has red weasels. Vaasa is located here.
- m. **Pohjois-Karjala:** The emblem has two swords and a crown. Lake Hattuvaara, which is the easternmost point of Finland and of the Schengen area, is located in here.
- n. **Pohjois-Pohjanmaa:** The emblem has twice the number of weasels compared to its southern neighbour. Oulu is located here.
- o. **Pohjois-Savo:** The emblem has a bow and an arrow. Kuopio is the largest city in this region.
- p. **Päijät-Häme:** The emblem has a mermaid and a bird. Lahti is located here.
- q. **Satakunta:** The emblem has an animal holding a sword. Pori is located here.
- r. **Uusimaa:** The emblem has a boat. Helsinki is in this region.
- s. **Varsinais-Suomi:** The emblem has two blue and yellows flags on it. Turku is in this region.



- Finland is a large country, and each region in Finland has its particular opportunities and its own history.
- You will be living in a municipality. All the municipalities provide integration services for newcomers.

# Main sources of livelihood

How much do you know about Finland, its people, culture, and economy by now?  
Let's read the questions found below and answer.

a. Are Finland and Sweden the only republics among the Nordic countries?

---

b. Does Finland use the euro as a currency?

---

c. Are machinery and wood important exports of Finland?

---

d. Do forests provide jobs for many Finns nowadays?

---

e. Do the technological and service fields employ a significant number of people in Finland?

---

f. Are there ten million people living in Finland?

---

g. Do Finnish people have a different name for Finland?

---

h. Is English an official language in Finland?

---

i. Is there a sport called swamp football in Finland?

---



- A big part of Finland's total land area is covered in forest.
- The technological and service fields employ a significant amount of people.

# Cultural habits

Let's take another look at the lesson webpage. The link can be found at the beginning of this module. Did you find it? It looks like [mof.fi/sections/finland/en](http://mof.fi/sections/finland/en) and you can find a lot of information that would help you find the missing words in this exercise.

a. Hand shaking and \_\_\_\_\_ are usual ways of greeting in Finland.

nodding      hugging      touching each other's noses

b. The Finns usually start a conversation with a stranger very \_\_\_\_\_.

fast      carefully

c. Because of this the Finnish people may come across as shy and \_\_\_\_\_.

Usually Finns do not ask for many turns to speak in public discussions and they usually get to the point quickly.

joyful      rude      impolite

d. Equality and justice are important values to the Finns. Also, Finns appreciate honesty and keeping \_\_\_\_\_. Working and being diligent are appreciated a lot. Punctuality and committing to the agreed times are important.

personal space      to one's self      promises

e. Some people in Finland use a lot of alcohol especially on the \_\_\_\_\_ and special festive holidays, which might confuse immigrants. Excessive use of alcohol can cause diseases and conflicts in the families.

first day of the month      first day of the week      weekends

## Bonus task!

The Independence Day of Finland is on the 6th of September.

TRUE      FALSE



- Finnish values include equality, justice, and honesty.
- Discrimination and violence are not tolerated at all.
- Punctuality is highly valued, both professionally and personally.

# Position of family members

In Finland, family arrangements and types vary and can be different from what you may be used to.

1. In the following exercise, you will visit a webpage through the link or by scanning the QR code and read about equality in Finland. The webpage is on a website called InfoFinland. Visiting InfoFinland is very encouraged because it provides valuable information.



[infofinland.fi/en/information-about-finland/finnish-society/equality-and-non-discrimination](https://infofinland.fi/en/information-about-finland/finnish-society/equality-and-non-discrimination)

Let's draw an arrow to form a sentence describing something you read from the text.

<b>a</b>	According to Finnish law, men and women	is always a crime.	<b>u</b>
<b>b</b>	A higher salary must not be paid to a man	taken into account when decisions regarding them are being made.	<b>v</b>
<b>c</b>	Children have the right to have their opinion	is prohibited and can lead to a penalty.	<b>w</b>
<b>d</b>	Violence that occurs in a family and in a relationship, such as physical and sexual violence,	have the same rights.	<b>x</b>
<b>e</b>	According to Finnish law, hitting children	without equality and inclusion.	<b>y</b>
<b>f</b>	Solutions to the world's problems will not be found	compared to a woman on the basis of gender.	<b>z</b>

### Bonus task!

Which year did Finland become the first country in the world to pass a law that allowed women both to vote and to run for election?

1906    1926    1946



- Women and men, boys and girls are considered equal in Finland.
- Children or any person cannot be punished with any kind of violence; they cannot be hit, slapped, pulled from their hair, or subjected to any form of violence.
- Finland has a good kindergarten system, and all children between 7 and 17 go to primary and secondary education. Access to schools and early childhood education is guaranteed by law.

# In Finland as an immigrant

**In Finland, immigrants with legal status, like quota refugees, are full members of society and enjoy the same civil rights and obligations as other residents in Finland.**

1. To do this exercise, you can visit a webpage through the link or the QR code. A selection of this webpage is included, but the full text is accessible only on the webpage.

Let's read the text:

[infofinland.fi/en/living-in-finland/settling-in-finland/your-rights-and-obligations-in-finland](https://infofinland.fi/en/living-in-finland/settling-in-finland/your-rights-and-obligations-in-finland)



---

Everyone has the right to equal treatment. No one must be treated differently based on gender, age, religion or handicap, for example. Everyone has the right to freely express their opinions verbally or in writing. No one can be sentenced to death or tortured. Everyone has a right to the protection of their privacy. Everyone is free to choose their own religion. Should you not want to, you do not need to choose any religion.

Foreigners permanently residing in Finland who are over 18 have a right to vote in municipal elections. Foreigners who have the right to vote in municipal elections are also entitled to stand in the municipal elections. All persons living or residing in Finland must adhere to Finnish legislation.

Compulsory schooling (oppivelvollisuus) consists of one-year pre-primary education for 6-year-olds and nine-year basic education for children aged 7–16, i.e. they must complete the comprehensive school (peruskoulu) curriculum. Parents have the responsibility to take care of their children. Everyone is obliged to lend their aid in the event of an accident.

---

Now that you read the text, let's read the questions and answer them.

a. Can all immigrants vote and stand in the municipal elections?

---

---

b. Are you obliged to have a religion in Finland?

---

---

c. Does compulsory education last six years?

---

---

d. Is death penalty allowed?

---

---

e. Do religious and free speech rights in Finland mean that Muslim communities can use Islamic law instead of Finnish law?

---

---



- In Finland, you can freely and privately do what you want as long as you respect the law.
- In Finland, you can trust the authorities.
- In Finland, everyone has the same rights and obligations.
- Everyone is equal, and people respect and help each other.

2. Integrating well into the Finnish society requires efforts in learning the local language. Approximately 90% of Finns speak Finnish as their native language. You will need the knowledge of Finnish or Swedish language in studies, work and everyday life. The sooner you learn the basic skills in local language, the faster you integrate in the Finnish society. Check basic greetings and words in Finnish at the end of this workbook!

Let's read more about these two national languages:

[infofinland.fi/en/living-in-finland/finnish-and-swedish/why-should-i-study-finnish-or-swedish](https://infofinland.fi/en/living-in-finland/finnish-and-swedish/why-should-i-study-finnish-or-swedish)



Let's read the questions and answer them.

- a. What are the two national languages of Finland?

---

- b. If you want to study or work in Finland, what should you do first?

---

---

- c. What other benefits there are if you learn the local language?

---

---

- d. Is the knowledge of Finnish or Swedish a requirement for obtaining the Finnish citizenship?

---

e. Bonus task: Check some important sentences in Finnish and try to say them:  
[infofinland.fi/en/living-in-finland/finnish-and-swedish/important-sentences-in-finnish](https://infofinland.fi/en/living-in-finland/finnish-and-swedish/important-sentences-in-finnish)



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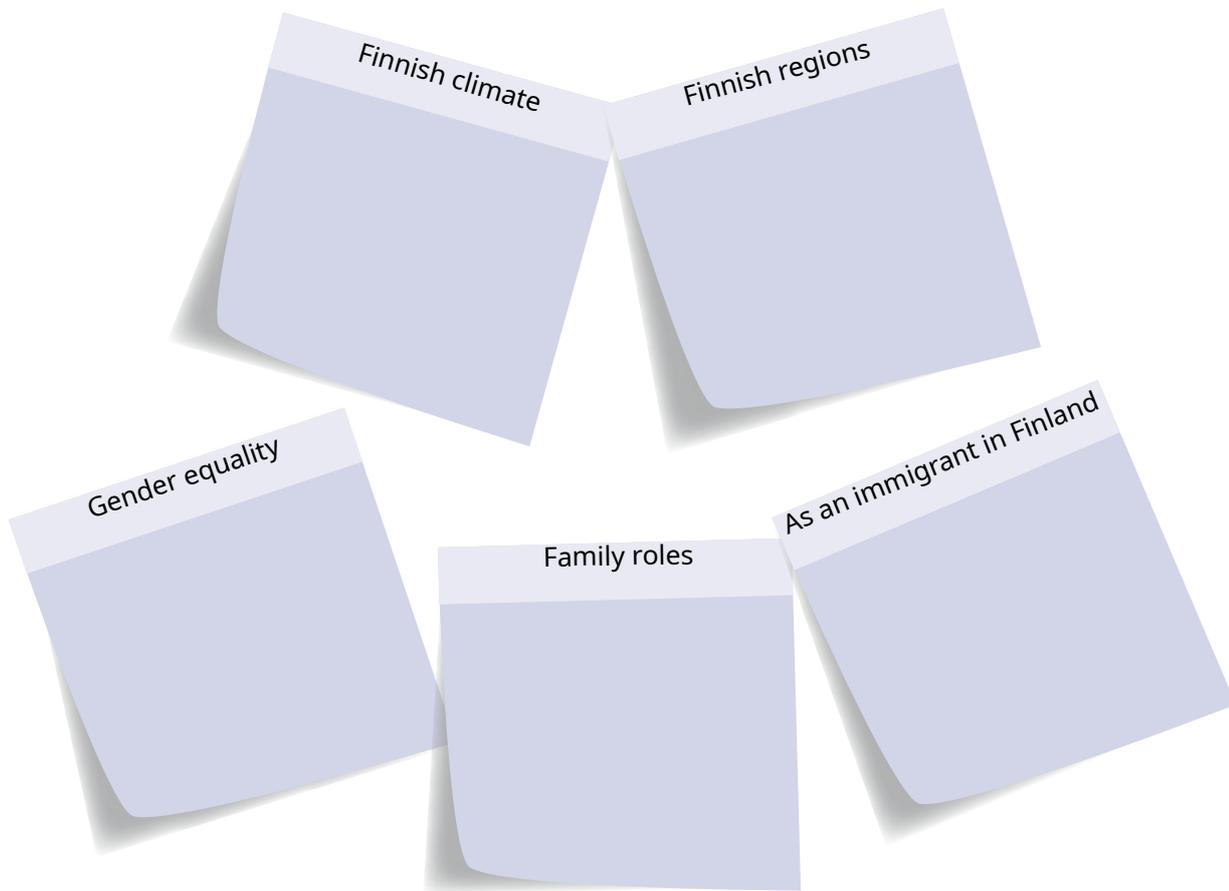
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- Integration requires effort: You have a personal responsibility to learn the language and search for opportunities.
- The Finns' attitude towards immigrants is usually friendly.
- Discrimination is forbidden by law in Finland.

Now that you have finished the module, let's summarise by writing the important thoughts that you learned about each theme mentioned below!



- Finland is going to be your new home. The more information you know, the better. Let's focus on learning Finnish and let's ask questions whenever needed.

# Answers

## Geographical location and population

1. Estonia | Russia | Sweden | France | Germany | Canada | Norway
2. Europe
3. The position of Finland on the map is the following.



4. The answers vary; ask your instructor or use a search engine.
5. The answers vary depending on your personal history.

## Climate conditions

1. The pictures that are not from Finland are: b, g, I, m, and o.
2. The answers vary, however you will need to prepare well for the cold. In different seasons you can have different outdoor activities, like swimming in summer and skiing in winter. In winter, outside temperature can be low, but thanks to heating systems available in all houses, indoor environments are warm throughout the year, and an active lifestyle is possible any time.

## State and municipalities

1. A map with the names and emblems of the regions can be seen below.



## Main sources of livelihood

1. The answers can be found on the following table.

a.	No	In the Nordic countries, only Finland and Iceland are republics. Sweden, Denmark, and Norway are kingdoms.
b.	Yes	
c.	Yes	Electronics, chemicals, and heavy machinery are important exports as well.
d.	No	In the past, forests provided livelihood for many Finns, however nowadays since agriculture has become mechanized, it only provides work for a small number.
e.	Yes	Many Finns work in the technological field and many Finnish companies are involved in the technology and service sectors. The well-known Nokia phone company started in Finland, and the company's name refers to the city of Nokia; you should visit it!
f.	No	In 2017 the population was 5.5 million. Check how many live in Finland by visiting the Digital and Population Data Services Agency's website on <a href="http://dvv.fi">dvv.fi</a> .
g.	Yes	Finland's name in Finnish is Suomi.
h.	No	Only Finnish and Swedish are official, with Finnish being the most used language in the country.
i.	Yes	You don't believe it? Read about it from Wikipedia by visiting the following link <a href="http://en.wikipedia.org/wiki/Swamp_football">en.wikipedia.org/wiki/Swamp_football</a> .

## Cultural habits

1. The answers can be found on the following table.

a.	b.	c.	d.	e.
nodding	carefully	rude	promises	weekends

**Bonus question:** False. The Independence Day of Finland is on the 6th of December.

## Position of family members

1. The answers can be found on the following table.

a.	b.	c.	d.	e.	f.
x	z	v	u	w	y

**Bonus question:** 1906

## In Finland as an immigrant

### 1. The answers to the questions on page 20-21

a.	Only foreigners permanently residing in Finland who are over 18 have the right to vote and stand in municipal elections.
b.	Everyone is free to choose their own religion. Should you not want to, you do not need to choose any religion.
c.	Compulsory education is for persons aged 6-16.
d.	No one can be sentenced to death.
e.	Religious communities, including Christians, Jews, Muslims, Hindus, and others are free to practice their religion, but must always adhere to the Finnish law. In Finland, the Finnish laws supersede any religious law.

### 2. The answers to the questions on page 22:

a.	Finnish and Swedish
b.	Study the language
c.	Managing everyday life and making friends with Finns
d.	Yes

# Preparing

**Getting ready to resettle**



Before you leave, some preparation needs to be done. In addition to your luggage, you must prepare mentally for your trip.

**In this module, you will learn about:**

- How to prepare for a permanent move
- What are the most important things to take with you
- How to prepare for your integration
- What is a cultural shock and how to deal with it

Read about this module at  
[mof.fi/sections/preparing/en](https://mof.fi/sections/preparing/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/preparing/en](https://mof.fi/exercises/preparing/en)  
or scan the QR code below



# Preparing for a permanent move

Let's read the following text.

---

As a quota refugee you and those included in your submission file have been granted refugee status, continuous residence permits, and the right to work in Finland. It is important to discuss with the members of your family about the prospect of a permanent move and its meaning, and it is good to prepare for the trip together. Ahead of you there is a new living environment and new people with different customs and habits, and who will talk to you in a new language.

---

Discuss with your family or colleagues about the following questions. If one of your family members does not know how to write, you can also help them.

1. When you move to Finland, what do you want to achieve? Are you looking to raise a family? Earn money? Have stability and peace of mind? Ensure education opportunities for yourself or your family? Something else?

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2. What are you willing to do to achieve these goals? Are you willing to learn a foreign language? Are you willing to do your best to integrate a new society? Something else?

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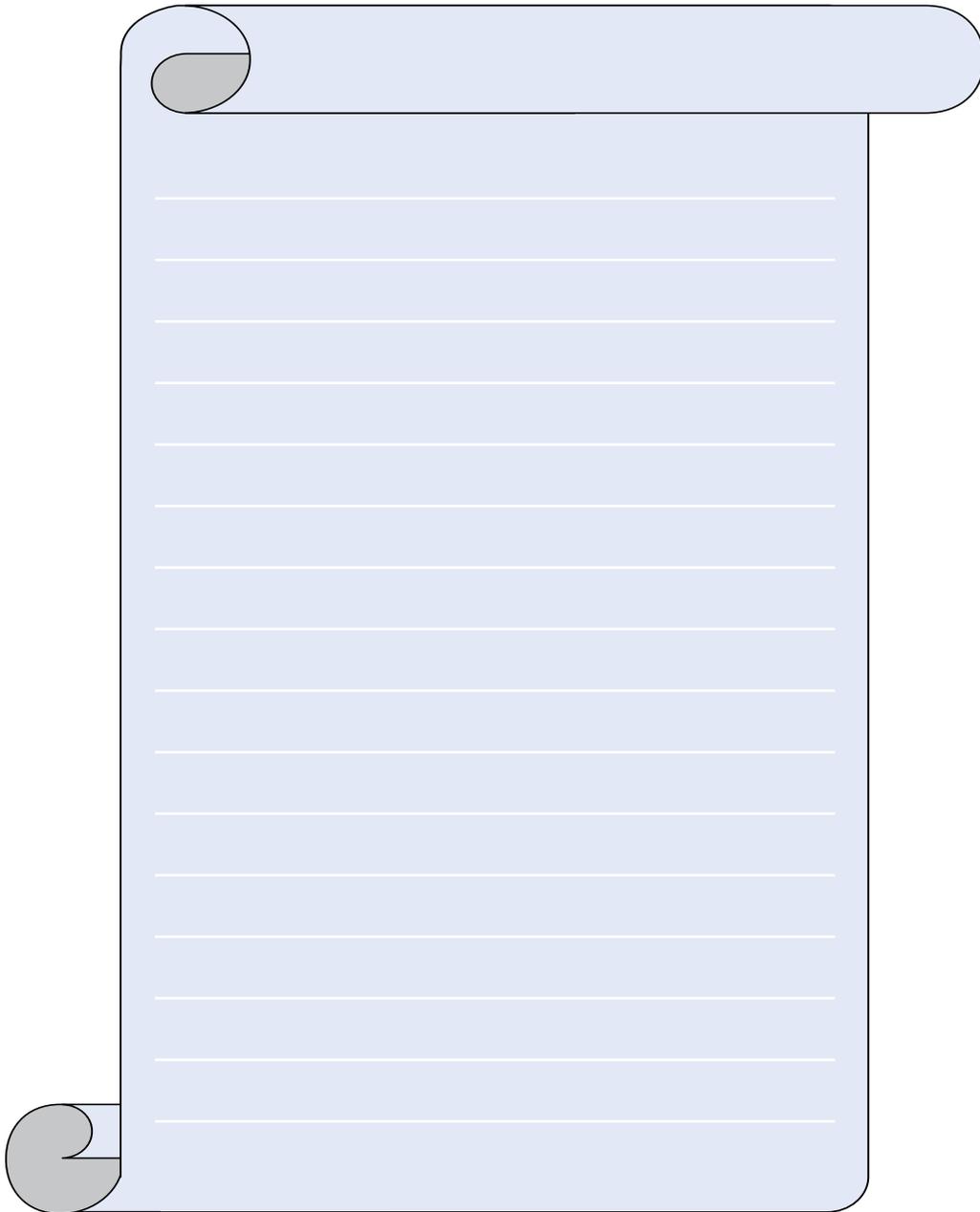
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- Your resettlement to Finland is the beginning of a new phase in life. Do your best to make your new life good and rewarding.

3. Based on your answers above, write a letter to a friend or a family member to tell about why you want to go to Finland, what you are going to do in there, and what you are willing to do in order to succeed. Include as many details as possible.



- People change, and you are not an exception. After your resettlement to Finland, you will also change. At certain times, you may feel lonely and forget the reasons why you made some decisions; this letter can help you remember some of these reasons.

# Travel documents and other certificates

The lesson page, which is accessible through the link found at the beginning of this chapter, contains information about travel documents, school and work certificates, as well as medicine prescribed by the doctor. The paragraphs below are only an extract of the page. Let's read them.

Remember to take with you all existing travel documents and identification papers. Original documents help in the registration process, and later on, in getting the new travel documents.

It is important that you take with you all the original certificates related to education and work. It is good to notarize the certificates by a notary and, if possible, to translate them to English already in the country of departure.

In the first interview at the health centre, the public health nurse will go through the history of your earlier illnesses, medication, and vaccinations. Therefore, it is important to take with you the old prescriptions, doctors' statements, and vaccination cards from your country of departure. These will help speed up the process of finding correct treatment and medication in your new municipality of residence. You should also take with you a month's supply of your obligatory medication.

1. Now that you have read the text, do you have something similar in mind that you are planning to take with you from your current location? Let's use the list below as a helpful reminder. Check the items that you will take and write down other similar and important stuff.

Item	<input checked="" type="checkbox"/>	Notes
Travel document	<input type="checkbox"/>	
School certificates	<input type="checkbox"/>	
Work certificates	<input type="checkbox"/>	
Medication	<input type="checkbox"/>	
Medical certificates	<input type="checkbox"/>	
Family photos	<input type="checkbox"/>	
Other personal documents	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	



- Documents concerning your medical history and your education and work history, as well as other official documents are very important. Make sure to take them with you.

# Education and job seeking plan

Upon arriving to your home municipality, you will start your integration plan. Let's read the text and answer the questions to find out more about it.

---

To work in Finland, immigrants usually need to go through the integration training and to get further education in Finland. To ensure finding the appropriate education in Finland, you should do a preliminary plan for further education and work already in your current place of residence. In your plan you should include where, when, and what you have studied, which degrees you have gained, and where you have worked. You should also write down your own special skills and your personal assessment regarding what kind of work you would fit into. It is also very useful to make a resume which lists your skills and experience. You can find tips on making a resume on the internet.

---

1. Do you believe you are ready to go through more education in Finland? Why?

---

---

2. What would your plan include? Read the questions from the text and answer them.

---

---

3. Write which skills you have and in what kind of work you believe you would fit.

---

---

Soon after the move to Finland children are placed in preparatory classes for immigrant children that prepare them for comprehensive education. It is useful that parents prepare their children to face the new school environment. You can get information about the Finnish school system through the language and links sections on the [mof.fi](http://mof.fi) website.

4. Have you discussed with your family about each person's plan, including your children? What did you discuss?

---

---

5. Check the links section from the Moving to Finland website.



- Each person will have their own education and employment plan.
- Your own plan is your map for succeeding in Finland.
- Start thinking about what you hope to achieve.

# Mental preparation for the move

1. What do you hope to gain in Finland? What are you afraid of losing? In the following exercise, there are some points that might concern you. Read them and sort them into things you hope to gain, things you are afraid of losing, or things you do not think will change or do not interest you.

Friends

Piece of mind

Change in daily habits

Learning a language

Making a new family in Finland

New culture

Religious freedom

Contact with family in home or current country

Forgetting a language

Employment

Weather

Stability

Heathcare

Wealth

😊 Hope	😞 Fear	😐 No change

2. Add any other things that come to mind, whether to gain, to lose, or to remain as they are.  
 3. How do you feel about the table? Do you see that there is more fear or more hope?  
 Circle the most important hope and the worst fear you have.

---



---



---

4. Do you think you are ready for the changes that will happen in your living environment? Do you see the positive side of these changes? What kind of change do you think you will go through after moving to Finland?

---



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# Adjusting to a new culture

**In Finland, women and men, young and old, immigrants and Finns, are considered equal.**

In the following pages, there are a few pictures of people. Let's take a look at the pictures first and then read the questions.

1. What are the women and men doing in the pictures?

---

---

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2. What do you think of the pictures "a" and "b"?

---

---

3. Are there pictures that might represent you? Why?

---

---

4. Are there pictures that do not represent you? Why not?

---

---

5. Find pictures that represent each of the following statements in your opinion.

a. A family can be composed of a man and a woman.

---

b. A family can be composed of a single parent.

---

c. A family can be composed of two people of the same sex.

---

d. Women can do all kinds of work.

---

e. Men do house work and take care of the children.

---

f. Men can do all kinds of work.

---

**g.** People can express their opinions freely.

---

**h.** There are also homeless and poor people in Finland.

---

**i.** Old and young people in Finland can both enjoy life.

---

**j.** Foreigners and Finns, men and women work together in the same space.

---

**k.** Everyone, regardless of age and gender, have the right to choose what they wear and what they do as long as it is within the limits of the law.

---

**l.** Religious freedom is respected.

---

**m.** Anyone can practice sports in Finland.

---

**n.** There are also people with disabilities in Finland.

---

**6.** If you meet someone who does not agree with your religious or political views, what would you do?

---

**7.** As a foreigner in Finland you will be part of a minority. How do you feel about that?  
What efforts will you make to connect with Finns?  
What efforts will you make to connect with other groups?



- Equality is one of the most important values in the Finnish society.
- Discrimination based on gender, background, religion, sexual orientation, or any other factor, is prohibited by law.





- Women and men participate equally in all aspects of life.
- Women of all ages have an active role outside the home. It can be related to hobbies, studies, work or something else. Women and their families should be prepared for new roles.

8. Read the following statements and write whether you agree with them or not?  
Explain why.

a. Sexual harassment is a crime.

---

---

b. Wearing short clothes does not mean women can be harassed.

---

---

c. Domestic violence can happen in all types of families – rich, educated, and poor.

---

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d. Women contribute to the economy when they work outside the house.

---

---

e. Only certain cultures or religions are aggressive towards women.

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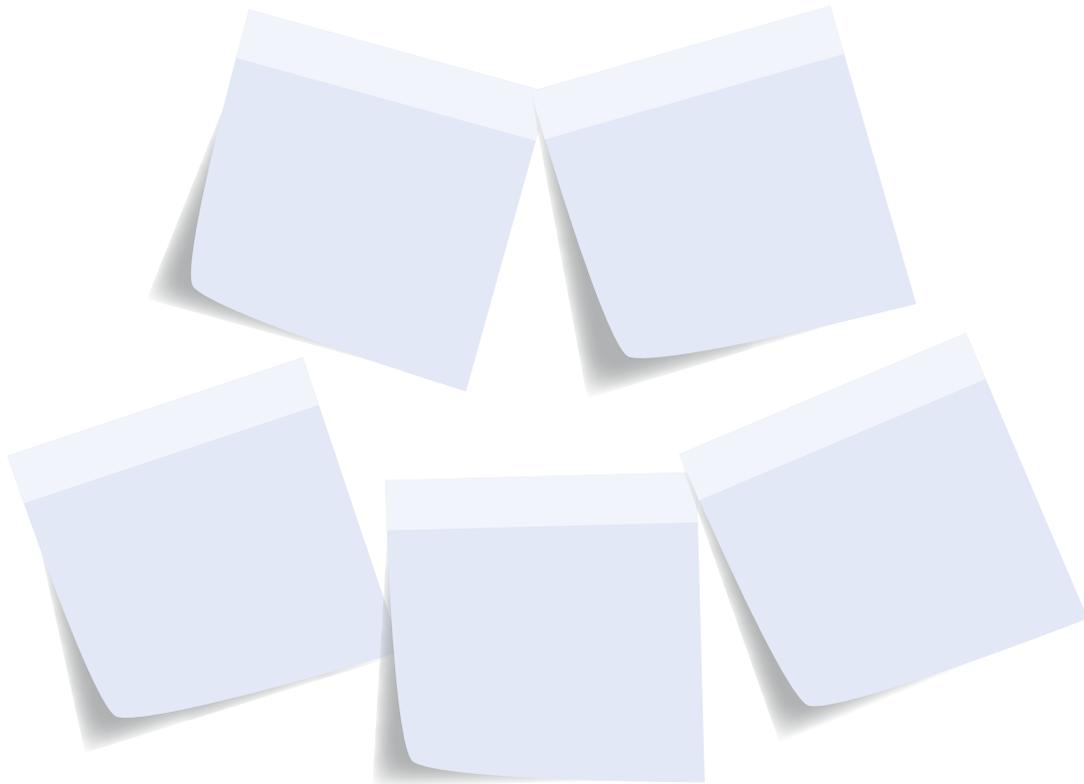
- Women and men are equal.
- Women have the right to work, study, and live independent lives.
- Sexual harassment is always a crime.
- Violence is always a crime.
- No one – family members included – can be punished for their life choices, as long as they are within the Finnish law.



10. Are you left-handed or right-handed? If you are right-handed, put the pen in your left hand, and if you are left-handed, put it in your right hand.

On each post-it note below, write one sentence three times. You can write the English sentence "I can write." or the Finnish sentence "Minä osaan kirjoittaa.". You can also choose a phrase using the alphabet that you are most familiar with. If you cannot write, draw three smiling faces, 😊😊😊, on each note.

Now choose a sentence and write it three times on each note, so fifteen times in total.



That was not so hard, wasn't it?

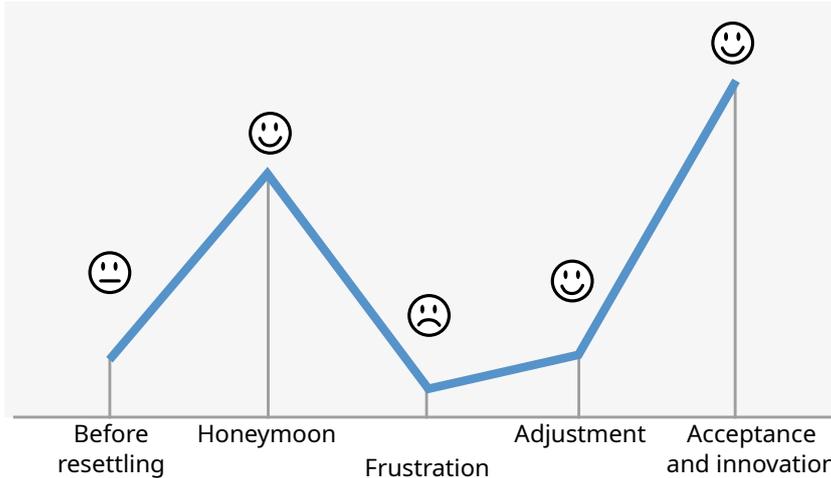
Remember that feeling, because **that is what learning Finnish and integrating into the Finnish society first feels like**. As you noticed, it was long but you were able to do it. That feeling of achievement is what you will feel once you manage to have your first conversation in Finnish: An amazing feeling.



- Integration is a long process and mental preparation for it is necessary.
- Your key to integration is the Finnish language, keeping an open mind, and willingness to learn new things.

In this exercise, you will read about cultural shock and how to deal with it.

**What is cultural shock? Cultural shock is the stress caused by the difficulty to understand how a new culture works. Not everyone goes through cultural shock, but it is good to know what it is and how to deal with it, if you ever experience it.**



**Bonus task!** You can read more about culture shock on Wikipedia at [en.wikipedia.org/wiki/Culture\\_shock](https://en.wikipedia.org/wiki/Culture_shock) or by scanning the QR code.



**11.** On the graph, you can read the names of the four stages of cultural shock. Below, you find some short descriptions of these stages.

Now let's read the descriptions and match each one with the right stage.

a. Honeymoon

b. Frustration

c. Adjustment

d. Acceptance and innovation

w. You develop a deeper understanding on how to deal with the culture and start to adjust to the culture with a positive attitude.

x. You can fully participate in the new culture. You still keep parts of your old self but also learn many new things about your new culture and about yourself too, and experience multiculturalism in a personal manner.

y. Certain things may be perceived as different from your culture and you may feel offended or find them strange, possibly resulting in the excitement being replaced by feelings of disappointment and unhappiness. In Finland, this may occur when you realize that people always wish to maintain their personal space or that Finnish is hard to learn.

z. In the beginning, most people are excited about the new culture and eager to discover its aspects and to start chatting with people.

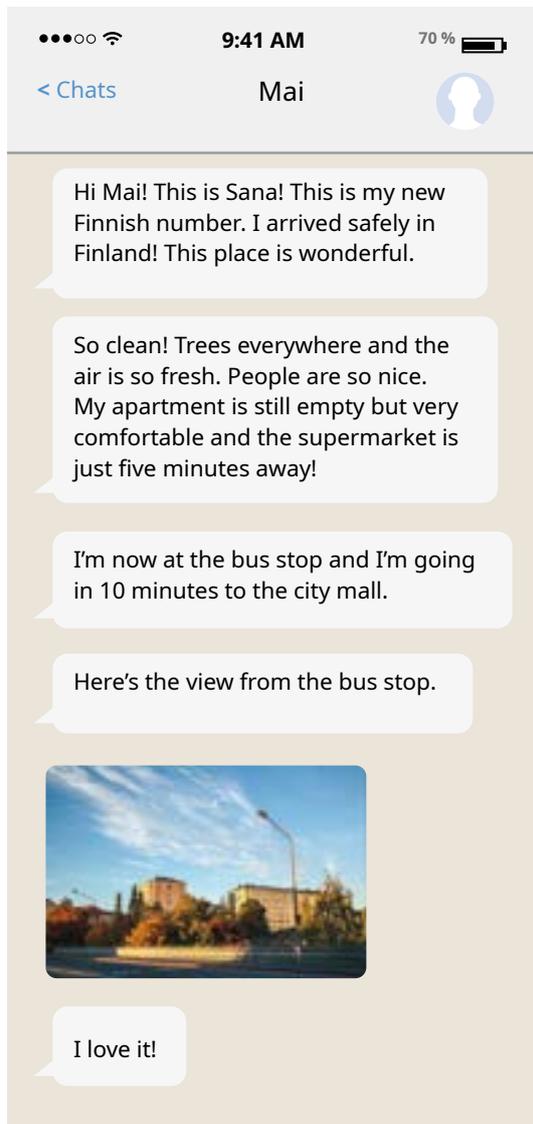


- Cultural shock is the stress resulting from not being able to understand how the new environment works.
- You can manage your cultural shock and integrate well.

Sana, her children and her brother Sam moved to Finland in 2015 as refugees. After moving to Finland, Sana and her family experienced the various steps of cultural shock. Sana has kept in touch with a friend from home and told her about what was going on in her life. Let's try to see what she and her family have been going through.

Let's read all the messages that Sana sent and answer the questions afterwards.

Message "a"



12. What stage was Sana going through on the message "a"?

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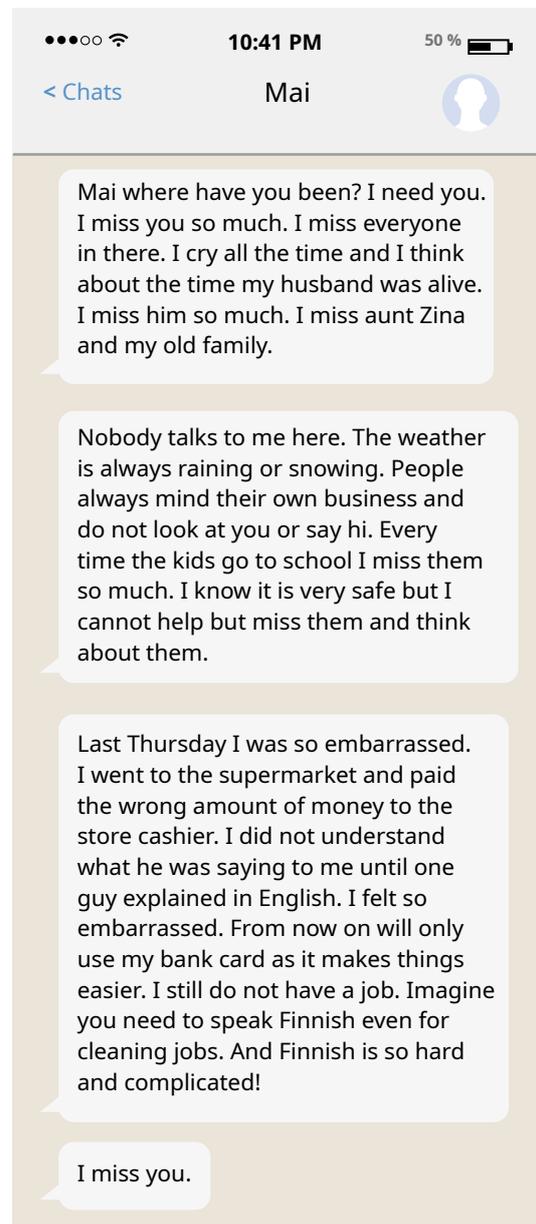


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Message "b"



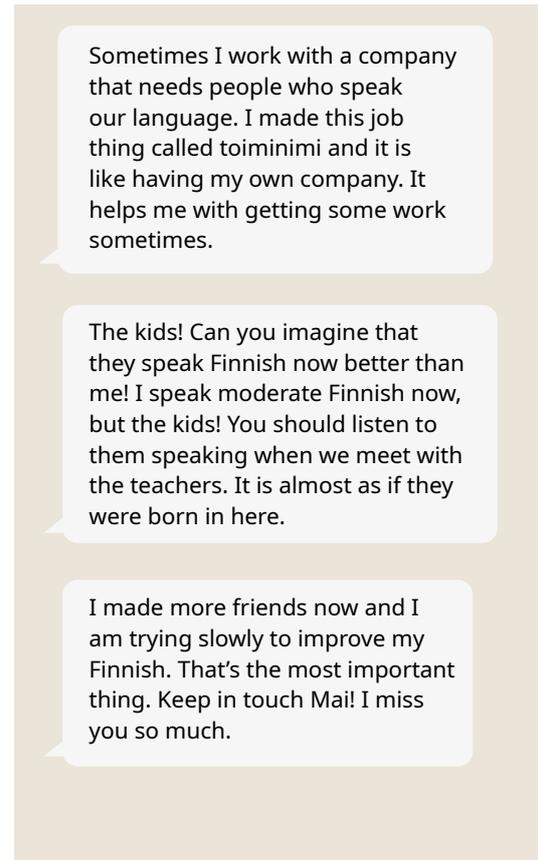
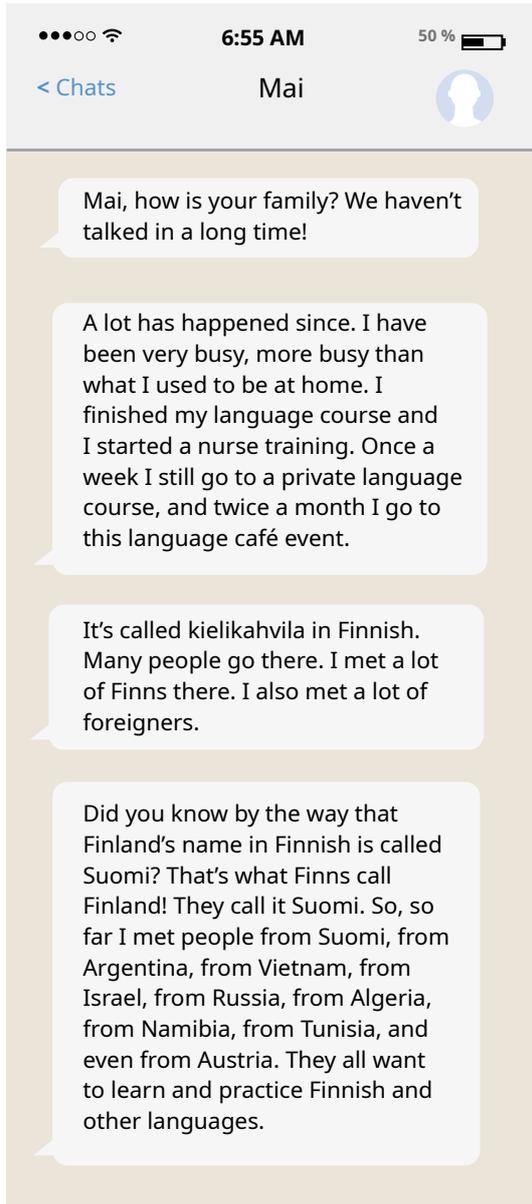
13. What stage was Sana going through on the message "b"?

---



---

## Message "c"



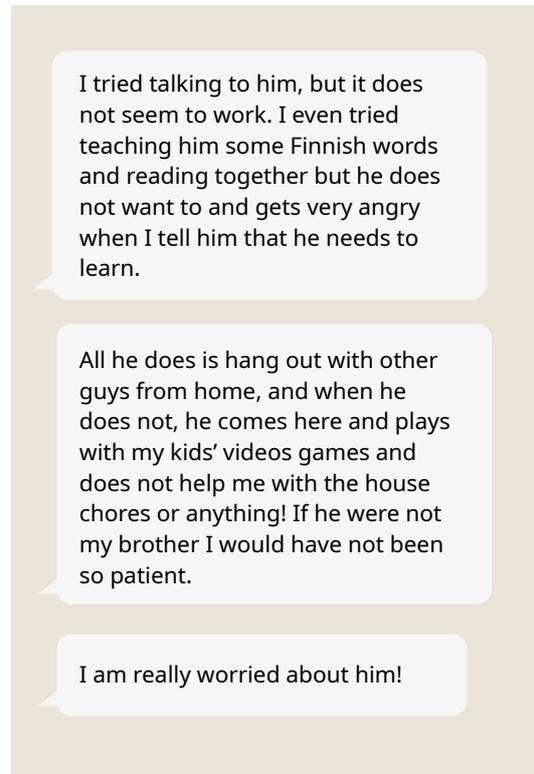
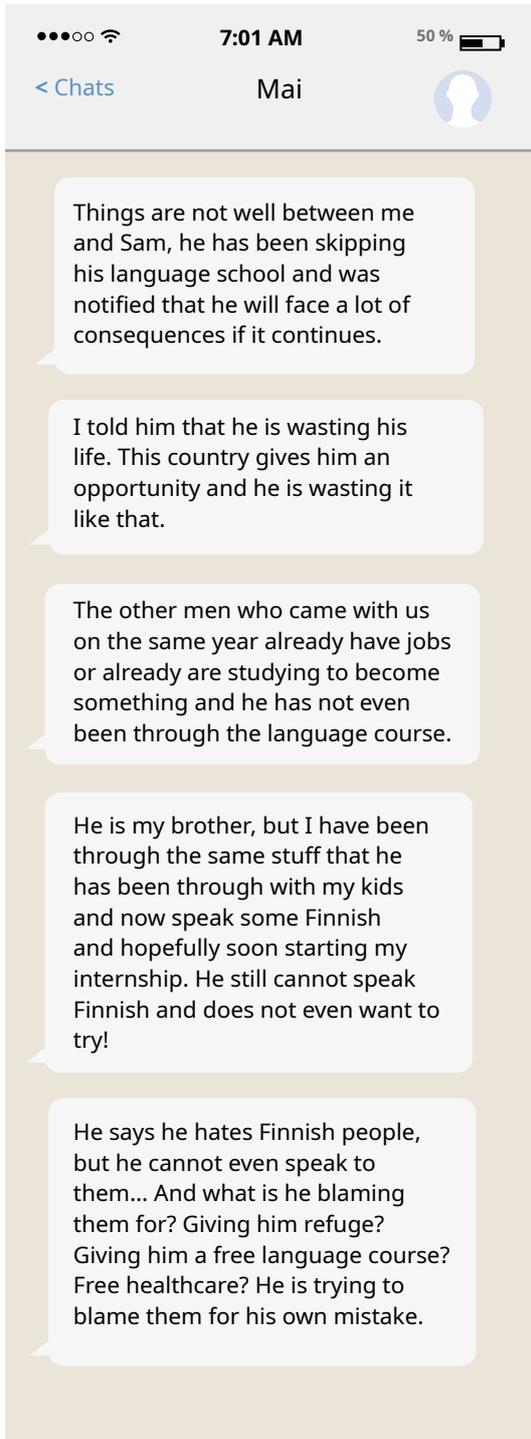
14. What stage was Sana going through on the message "c"?

---

---

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## Message "d"



15. What stage was Sam going through on the message "d"?

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## Message "e"

Message interface showing a conversation with Mai. The status bar at the top shows 9:12 PM and 80% battery. The header includes a back arrow, "Chats", the name "Mai", and a profile icon.

Guess who officially started her nurse job?



That's right! I am officially a nurse now.

We moved to a new apartment in a small town not far from a hospital where I found the job.

I'm trying to arrange for the children to move to another school. I am happy that the system in Finland gives me the possibility to follow what the children study.

I am thinking of buying a car. I already checked the advertisements and discussed with people in Finnish. I think many people think I am Finnish because Sana is close to the Finnish name Sanna. Actually many people call me Sanna instead of Sana. It was strange at first but now even I use it myself.

You know Finnish is hard but it is a nice language, and it makes sense once you get used to it.

I have been also selling some knitted scarfs by the way! You know the ones we used to make at home, but now I make them with Finnish colours. People seem to like them.

Even though I am selling them online, I have to inform the tax office.

Taxes are sacred here. Now I know how to do my tax announcement finally. It is really not that hard.

And after all, other people's taxes helped me study and become what I am today, so it's only fair.

In the meantime, I will keep working and enjoying what life brings.

It feels good.

16. What stage was Sana going through on the message "e"?

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17. Do you think Sana has integrated well into the Finnish society?

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18. Would you do something different if you were her?

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---

19. Based on what you read, what advice would you give someone who is going to move to another country permanently?

---

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- You have a personal responsibility regarding your integration in Finland.
- By learning Finnish, more opportunities for work and leisure will be available.

# Answers

## Preparing for a permanent move

1. The answers vary depending on your personal goals.
2. Keeping an open mind about how to achieve your goals is a must. In addition to learning Finnish, you will learn a lot of other things. Be prepared for a fruitful journey.
3. The answers vary.

## Travel documents and other certificates

1. The answers vary; however, you must remember that travel documents, certificates, and medication are essential. If you do not have a travel document, you will be provided one.

## Education and job seeking plan

1. You should be prepared to get further education in Finland. You would need to learn Finnish and may need to gain new skills.
2. The answers vary.
3. The answers vary. You should however keep an open mind about what kind of work you would do.
4. The answers vary.

## Mental preparation for the move

1. The answers vary depending on your personal preferences.
2. The answers vary depending on your personal preferences.
3. The answers vary depending on your personal preferences. Nevertheless, having a hopeful attitude can help you in better preparing for your resettlement.
4. The answers vary. In any case, be prepared that you would change and that you would learn a lot more.

## Adjusting to a new culture

1. The answers vary. In general, the pictures represent different people from Finland and elsewhere doing tasks that many do in Finland.
2. Picture "a" represents a team of people from different background working together. Picture "b" represents a woman from an immigrant background working.
3. The answers vary depending on your personal preferences. Keep in mind that each person is free to identify with whichever picture they choose.
4. The answers vary depending on your personal preferences. Keep in mind that each person is free not to identify with whichever picture they choose.
5. The answers can be found on the following table.

<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>g</b>
d   h	i   j	k	b   m   p   t	i   j	l   s	f   g
<b>h</b>	<b>i</b>	<b>j</b>	<b>k</b>	<b>l</b>	<b>m</b>	<b>n</b>
c	d   n	a	c   d   e   n	q	o	r

6. The answers vary. Keep in mind that personal beliefs are personal.
7. The answers vary; you should nevertheless keep a positive attitude about your life in Finland and know that your rights are guaranteed by law, and that your integration requires interacting with other Finns as well as other residents of Finland.
8. The answers can be found below.
- Sexual harassment and rape are crimes and should not occur at all.
  - Women are free to wear and do whatever they want within the limits of the law. Wearing something does not mean anyone wants to be harassed.
  - Domestic violence is not related to income. Domestic violence can happen in all types of families. Domestic violence is always a crime.
  - Women have the right to benefit from working and to benefit society as well. This also brings more stability and income to households and insures, in case a partner dies or is not present anymore, that women would not have to become dependent or resort to measures that they would not resort to otherwise.
  - Aggression towards woman transcends culture, religion, and ethnicity, although it varies in prevalence. Being from a certain culture or background is not in any case an excuse to be violent against women, children, or other people.
9. The answers may vary regarding who does what in your family, however in Finland, all those tasks are shared between the family members regardless of their gender. Keep in mind that as long as a person does not break the law, it is prohibited to forbid them from doing something they wish to do so.
10. Congratulations on finishing the exercise. You should have the same positive attitude about your resettlement to Finland.

11. The answers can be found on the following table.
- |          |          |          |          |
|----------|----------|----------|----------|
| <b>a</b> | <b>b</b> | <b>c</b> | <b>d</b> |
| <b>z</b> | <b>y</b> | <b>w</b> | <b>x</b> |

12. In message "a", Sana was going through the honeymoon phase of the cultural shock.
13. In message "b", Sana was going through the frustration phase of the cultural shock.
14. In message "c", Sana was going through the gradual adjustment phase of the cultural shock.
15. In message "d", Sam was going through a frustration that lead to a complete dissociation phase of the cultural shock.
16. In message "e", Sana went through all phases of the cultural shock and was therefore able to reach the acceptance and innovate step, and be able to properly contribute to her society.
17. Sana has integrated well into Finland and into Finnish society.
18. The answers vary. Sana's example is nevertheless very good.
19. The answers vary. Keep in mind that focusing on learning Finnish is the key to properly integrate in Finland.

# Travelling

## Getting to Finland



Your journey to Finland is long; it will take you multiple days of preparation and a flight until you arrive at your new home. With the help of the information on the following pages, the journey will be easier.

**In this module, you will learn about:**

- The steps of your journey to Finland
- What to take and what not to take with you when travelling
- What to do at the airport
- What happens when you arrive in Finland

Read about this module at  
[mof.fi/sections/travelling/en](https://mof.fi/sections/travelling/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/travelling/en](https://mof.fi/exercises/travelling/en)  
or scan the QR code below



# Preparing for the flight

The journey to Finland will take time and you will have to take multiple steps until you reach your new home in your new municipality.

1. Let's take a look at the following steps and organise them in order.

invitation for an interview with the Finnish authorities | departure | approval by the Finnish authorities | arrival in the municipality where your new home is located | arrival to Finland | interview with the Finnish authorities | preparing for the flight | pre-departure cultural orientation | starting to learn about new culture and language

Invitation for an interview with the Finnish authorities

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Arrival in the municipality where your new home is located

2. Are the steps of the journey clear to you? How do you expect the journey to be?

**Bonus task!**

How long does the process from receiving the approval of the Finnish authorities to travelling to Finland usually take?



- You will not travel to Finland alone. You will be supported and assisted when departing, transiting, and when arriving in Finland.

3. Read and complete the following text. If you need help, use the words found below.



The trip to Finland takes place by \_\_\_\_\_. The departure happens at an Airport. Because each person is only \_\_\_\_\_ to take only \_\_\_\_\_ kilograms of luggage with them, it is important to \_\_\_\_\_ ahead what things you want to take with you and what you have to leave behind.

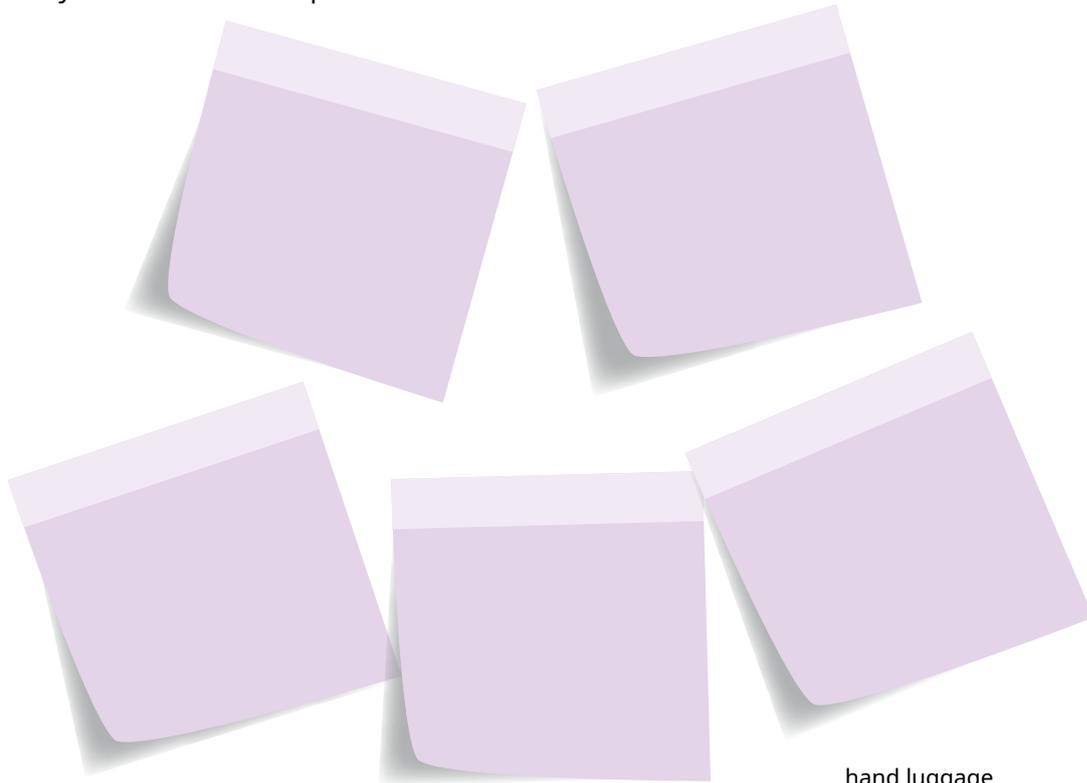
When going on the trip you have to take with you the travel documents and flight tickets. It is also important to take personal \_\_\_\_\_. You do not need to take any \_\_\_\_\_ or other household \_\_\_\_\_. Food or \_\_\_\_\_ are not allowed past the security \_\_\_\_\_ gate.

drinks | products | plan | aircraft | allowed | 20 | control | certificates | cookware



- Your trip will be long; be well prepared.
- Many things do not need to be taken, think carefully about what to take and what not to take.

4. What do you think would not be available in Finland and you would need to take with you? Write it on the post-it notes below.



hand luggage

5. Below you find descriptions and pictures. Link the characteristic with the luggage type.

- 20 kg
- More than one litre of liquids
- Stays with the passenger during the trip
- 8 kg
- Maximum of one litre of liquids and under certain conditions
- Does not stay with the passenger during the trip



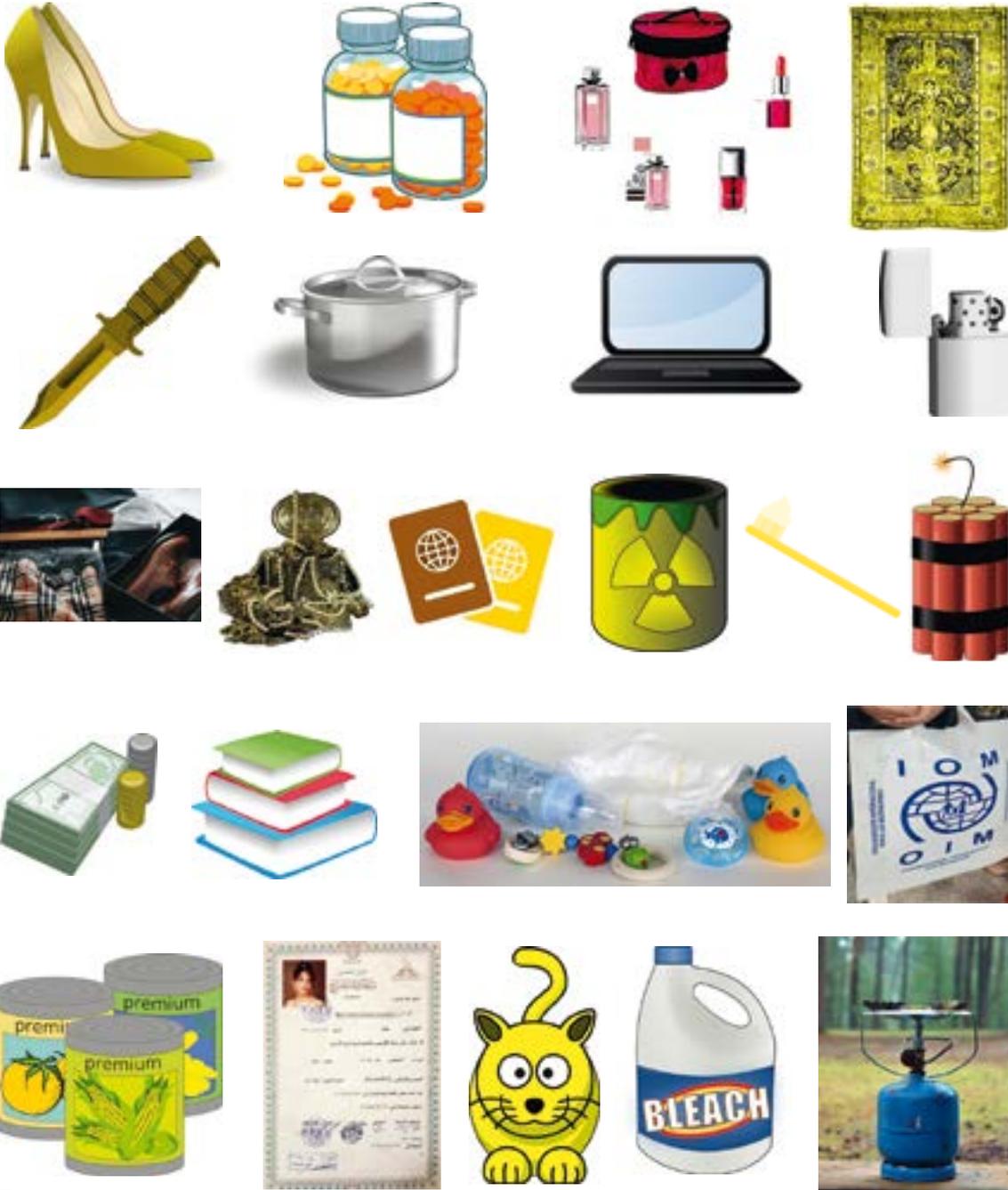
regular luggage



• Remember that you will only have your hand luggage with you, and that will have your other luggage back only in Helsinki or at your final destination.

6. Let's look at the pictures below.

Cross out things you are not allowed to travel with and should not take to the airport. The things left are allowed to take to the airport. Circle the ones you can take as hand luggage.



- It is important that you take with you all original and translated certificates related to education, degrees and work, identity and travel documents, as well as health related documents.

# At the airport

There are many things to do before boarding the airplane. Remember to be on time at the airport!

1. At the airport, you will go through a lot of steps before getting inside the airplane. Let's link the photo with the corresponding step.
  - a. Check-in
  - b. Moving around the airport
  - c. Passport check
  - d. Security check
  - e. Boarding the plane



# Arrival

Let's read the text.

---

You will arrive in Finland through the Helsinki-Vantaa airport. First you will have to show your travel documents at the passport check. You will give the documents to the clerk. People go through the passport check one by one. The smallest children can be with their parents.

The Finnish authorities will take the personal details, photographs and fingerprints when you arrive in Finland or soon after you have been registered as having arrived in Finland. This may take a long time and you may be asked to uncover your ears and neck if you have a scarf in order to your pictures to be taken.

After the Passport check, everyone will go to a large hall where you will wait for your luggage which you left at the belt at the check-in of the departure country. The luggage will arrive at separate belts according to the flights. You can check your own flight from the electronic board. It is important to make sure all the luggage has arrived. There are carts in the hall where you can place your luggage. When all the luggage has arrived you will follow the green line towards the exits. This means you have no goods to declare. Then you have left the international area and your journey in Finland can begin.

After leaving the international area, you will find the volunteers of the Finnish Red Cross wearing red vests. The volunteers will help you continue your journey. You will then continue the journey to the municipality where you will reside, either on another airplane or through other means of transportation. The means of transportation are always arranged for you and you will be assisted throughout the journey.

---



1. Describe the above picture.
- 
-

2. Which is first? Picking your luggage or going through the passport check?

---

---

3. Can you leave your personal documents at your checked-in luggage? Explain why.

---

---

4. Why you are asked to uncover your ears and neck?

---

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5. What kind of goods would you have to declare when coming to Finland?

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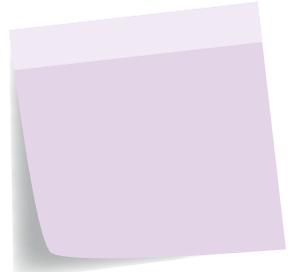
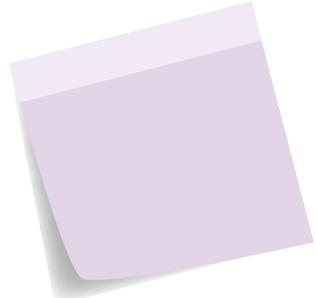
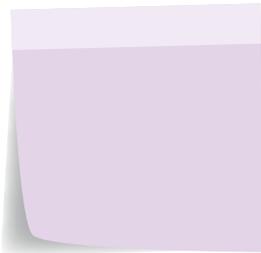
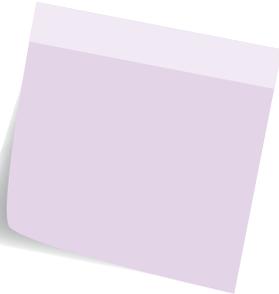
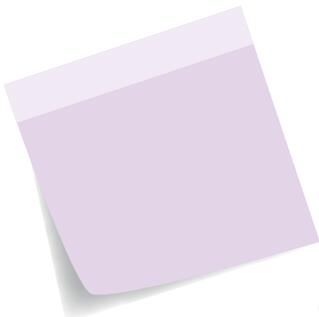
---



- Always keep your travel documents with you at all time! Be cooperative with the authorities as it will help you as well as everyone else around you.

## After arriving

1. Now that you have arrived at your new home, you can rest and then start building your lives. Write what you plan to do right after arriving in Finland.



- The trip is long and tiring. Be well prepared.
- When you arrive, your new life begins. It is then good to focus on settling and properly building your life in Finland.

# Answers

## Preparing for the flight

1. Invitation for the interview with the Finnish authorities → interview with the Finnish authorities → approval by the Finnish authorities → starting to learn about new culture and language → pre-departure cultural orientation preparing for the flight → departure → arrival in Finland → arrival in the municipality where your new home is located
2. The answers vary, however you should prepare for a long journey.
3. aircraft | allowed | 20 | plan | certificates | cookware | products | drinks | control  
**Bonus question:** The process usually takes up to six months.
4. Nowadays, almost all consumer goods can be found in regular or specialised shops all over Finland. However, remember to take your personal items, like medicines, prescriptions and certificates with you.
5. The table below contains the answers to the exercise.

hand luggage	normal luggage
<ul style="list-style-type: none"> <li>• 8 kg</li> <li>• Maximum of one litre of liquids and under certain conditions</li> <li>• Stays with the passenger during the trip</li> </ul>	<ul style="list-style-type: none"> <li>• 20 kg</li> <li>• More than one litre of liquids</li> <li>• Does not stay with the passenger during the trip</li> </ul>

6. The table below contains the answers to the exercise.

a. Not allowed	b. Allowed but not needed	c. Preferably carried in normal luggage	d. Must be carried in hand luggage
			

- a. Knives, radioactive items, explosives, chemicals and compressed gas containers are not allowed.
- b. Cookware, food canisters, and lighters are allowed but are not necessary, as they can be bought upon arrival. Pets are allowed, but you will have to arrange and pay for any travel-related costs; it is usually easier to leave pets with relatives or in good care in the country of departure.
- c. Shoes, makeup, carpets, clothes, and books can be put on your normal luggage quota.
- d. Medication, laptops, valuables such as gold and cash, travel documents, and certificates are valuable and therefore should be carried with you. Diapers, baby food, and other small personal items, such as toothbrushes, can be carried with you as well.

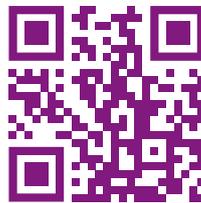
## At the airport

1. The table below contains the answers to the exercise.

a	b	c	d	e
v	w	y	z	x

## Arrival

1. The picture describes waiting to go through the passport check.
2. Going through the passport check happens before picking your luggage
3. If your personal documents are in your luggage, you will be unable to show them at the passport check, therefore they need to stay with you at all times.
4. In order to properly verify your identity, the Finnish authorities can ask you to uncover your ear and neck and would also check your fingerprints and personal details.
5. If you have large sums of money or goods that you brought with you with the purpose of selling them to Finland, you need to inform the Customs. Read more about this on the website of the Finnish Customs [tulli.fi](https://tulli.fi) or scan the following QR code.



## After arriving

1. The answers vary, however be prepared to start getting to know the language and begin your integration plan.



# Daily Life

Managing everyday life



What kind of apartments are there in Finland? Where can you buy groceries? How can you get an internet connection? What are the means of transportation in Finland? This module will answer these questions.

**In this module, you will learn about:**

- Rental apartments
- Bills
- Housing rules and regulations
- Waste and maintenance
- Stores and markets
- Banking
- Transportation

Read about this module at  
[mof.fi/sections/daily\\_life/en](https://mof.fi/sections/daily_life/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/daily\\_life/en](https://mof.fi/exercises/daily_life/en)  
or scan the QR code below



# Rental apartments

Let's read the text and answer the questions.

As a quota refugee you and your family are eligible for a rental apartment that will be arranged for you in your municipality of residence.

The size of the apartment and the amount of rooms depend on the number of residents, but the basic equipment in the rental apartments is usually the same. In the rental apartment there are usually a lobby, kitchen, living room, bedrooms, shower room and a toilet. In a Finnish toilet there is a toilet seat and a sink to wash hands in. There is usually a central heating system that keeps the apartment warm during the cold weather. Each room has an adjustable heater.

The landlord and the tenant sign a written rental contract in which the rental amount and the length of the rent are stated.

1. As a quota refugee, who would be responsible for arranging an apartment for you before your arrival in Finland? On what does the size of the apartment depend?

---

---

2. Is the basic equipment in the apartments the same?

---

---

3. The municipality supports you in the arranging of the apartment but who signs the rental contract?

---

---

4. What does the rental contract include?

---

---

5. Are the rental apartments unfurnished?

---

---



- Rental apartments in Finland normally contain the basic utilities only. If you need something specific, you have to buy it yourself.
- Utilities that you will find upon arrival in the apartment may vary. Representatives of your municipality will support you in settling in your new rental apartment.

# Bills

Let's read the text.

The rent of the apartment is paid monthly to the landlord directly through an account transfer. An unpaid rent leads to the termination of the rental contract.

In addition to paying the rent, there is usually a separate water bill. The amount to be paid depends on the number of residents in your apartment. The water bill covers an average use of water. In case of excess use of water, you will receive a separate charge.

The tenants have to sign a contract with the electricity provider. The electricity bill is usually paid either every month or four times a year as a direct account transfer to the electricity provider. The amount of the electricity bill depends on the use of electricity in the apartment. It is important to follow the use of water and electricity, because excess use would result in additional charges. The municipality representatives will support you with rent-related issues in the beginning.

## 1. Answer by "true" or "false".

<b>a</b>	Rent is paid through bank transfer.	
<b>b</b>	If the rent is not paid, the rental contract will end.	
<b>c</b>	The water payment is usually counted separately from the rental payment.	
<b>d</b>	The water payment is the same regardless of how many people live in the apartment.	
<b>e</b>	If water is used excessively, an additional charge will have to be paid.	
<b>f</b>	The electricity bill is paid through bank transfer.	
<b>g</b>	Unlike the water payment, the amount of the electricity bill does not depend on the number of persons, but on the use.	

## 2. The following page has an example of an electricity bill. Let's take a look at it together:

- **Part 1** has the information needed for payment: "eräpäivä" means due date and "laskun viite" is the reference number that you need to include when you pay so that your payment can be tracked.
- **Part 2** has your name and your address; that way you can always make sure that the bill is addressed to you. Nowadays most of the bills are also sent through internet.
- **Part 3** has your contract information, for example the duration of your contract and whether you receive a bill each month or every three months.
- **Part 4** summarizes most of the information that you read above. Let's check it and find the information needed.



- Paying the rent and the bills on time is your responsibility. If you do not pay on time, you assume the consequences.
- When you pay any bill, you need at least the bank account number, the sum, and the reference number.
- If you have any questions, do not hesitate to contact the relevant authority.



Laskuttaja: HELEN OY  
Kampinkuja 2, 00090 HELSINKI  
Y-tunnus: 2630573-4 Helen Oyj, Helsinki  
Y-tunnus: 2025428-7 Helen Sähköverko Oyj, Helsinki

Etunimi Sukunimi  
Katuosoite 1 A 11  
00100 HELSINKI

Helsingin Energia on nyt Helen Oy

Helsingin Energia on 1.1.2015 alkaen Helen Oy. Muutoksen taustalla on Helsingin kaupungin päätös Helsingin Energia -liiketoiminnan yhdistämisestä. Yhtiön toiminta ja palvelut säilyvät ennallaan eikä muutos edellytä asiakailta toimenpiteitä. Nimesmuutoksen myötä myös ilmestymme uudistuu.

Tarjomme sisältö on maailman parhaimpaa kaupunkien energiaa. Lue lisää liitteistämme.

## SÄHKÖLASKU

12.01.2015

1/4

### LASKUN TIEDOT

Laskun numero:  
12345678  
Laskun viite:  
203 12345 12345 12345

**1.** Eräpäivä:  
26.01.2015

### ASIAKKAAN TIEDOT

Asiakkaan nimi:  
Etunimi Sukunimi  
Käyttöpaikan osoite:  
Katuosoite 1 A 11,  
00100 HELSINKI  
Pluskortin numero:  
123456 456789 123

**2.** Asiakasnumero:  
1234567  
Käyttöpaikkatunnus:  
12345678  
Mittarinumero:  
12345678

### SOPIMUKSEN TIEDOT

Sopimusnumero:  
123456789  
Sopimus voimassa:  
26.08.2016 asti

**3.** Laskutustapa:  
12 kertaa vuodessa  
Sähkövoima:  
Yleissähköt

KULUTUSLASKUN YHTEENVETO  
KULUTUSLASKU 01.10.2014-31.12.2014 TOTEUTUNUT KÄYTTÖ  
Sähköenergia, Yleissähköt Helen Oy  
Sähkön siirto, Yleissähköt Helen Sähköverko Oy  
KULUTUSLASKU YHTEENSÄ (sis. VEROT)

**4.** 376 kWh  
28,29 e  
35,56 e  
63,85 e

LASKUN LOPPUSUMMA  
Lasku sisältää arvonlisäveroa 51,48 eurosta 24 %  
Loppusumma ilman alv  
Sähkövero 1.1.2015 alkaen (c/kWh):

**5.**

63,85 e  
12,37 e  
51,48 e

Tarkennus tiedot  
lks. Laskuohje

Verdiluokassa lvervo on 2,79372 sis. alv 24 % ja 2,253 ilman alv.

EDUT Plusaan oikeuttavat ostot 28,29 e.

### Saajan tilinumero

IBAN DANSKE BANK FI18 8000 1200 3133 60  
POHUOLA FI17 5000 0110 0000 55

BIC DABAFIHH  
OKOYFIHH

### Saaja

HELEN Oy

Sähkölasku  
Laskun numero: 62689082

### Maksajan nimi ja osoite

Etunimi Sukunimi  
Katuosoite 1 A 11  
00100 HELSINKI

Pyydämme käyttämään maksessanne tämän laskun viitenumeroa.

### Allekirjoitus

Viitenumero 203 12345 12345 12345

Eräpäivä 26.01.2015 Euro 63,85

MINNEN  
LASKU  
MAKSUTUS



Maksu välitetään saajalle maksajavälityksen ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella.

LASKU  
ASIAKASPALVELU  
AJANKOHTAUSTA

helen.fi/asiakaspalvelu/kodit/laskutus/laskutus-laskun-lukuohje/

- Find and circle the due date.
- Find and circle the payment sum.
- Find and circle the reference number that you must include when paying.
- The word "tilinumero" means account number. Find it and circle it.

# Common rules and regulations

Let's read the text and answer the questions.

---

Usually a quota refugee and his or her family rent an apartment in an apartment-complex made up of many apartments that belong to a housing company. Each tenant of the housing company has to abide by the rules and regulations of their housing company. To use the laundry room in the building, you must make a reservation in advance. A car can be parked only in the parking place. Also, the tenants have to look after the general cleanliness of the environment and the sorting of garbage. In case of a breach of the rules and regulations, the neighbours will complain to the manager of the housing company.

---

1. What is a housing company?

---

---

2. Are all housing company rules the same?

---

---

3. Can you use the laundry room at any time during the day?

---

---

4. Who takes care of sorting out the garbage?

---

---

5. To whom could you complain in case of a breach of rules and regulations?

To whom would the neighbours complain if you breach the rules?

---

---



- Your rented apartment is part of an apartment building.
- You need to respect the apartment building rules.

# Maintenance and waste

Each housing company has its own maintenance service, which is contacted for example if the faucets, sinkholes or heating appliances need to be fixed. If you detect water leakage damage in the apartment, you have to immediately call the maintenance service. Any damage that happens to the rental apartments should be informed to the landlord. The landlord is obliged to fix or change damaged appliances such as the fridge, the cooker or the faucets. If the damage has been caused by the tenant, she or he may be liable to pay for these.

1. Link the question part with the corresponding answer part. Note that a question can have many answers and an answer can be valid for many questions.

<b>a</b>	if the heating appliance is broken		
<b>b</b>	if the fridge is broken		
<b>c</b>	if I intend to do any renovations		
<b>d</b>	if the internet is not working		
<b>e</b>	if the sewers are blocked		
<b>f</b>	the fire detector	I inform the maintenance company.	<b>v</b>
<b>g</b>	if I intend to change the walls or the structure	it is my own responsibility.	<b>w</b>
<b>h</b>	if there are water leaks	I inform the landlord.	<b>x</b>
<b>i</b>	if another person is moving in to live with me	should always be installed in the apartment.	<b>y</b>
<b>j</b>	if the lamp needs to be changed		
<b>k</b>	if I have a question about paying the rent	I inform the Police.	<b>z</b>
<b>l</b>	if something is stolen		
<b>m</b>	if I need kitchen tools		
<b>n</b>	if I threw things in the toilet and it became blocked		
<b>o</b>	if I intend to get a pet		

In addition to maintaining your apartment in good condition, you are obliged to keep your living environment clean. Let's read the text and find out how you can do that.

Maintaining cleanliness in the area of the housing company is every tenant's responsibility. All waste and garbage bags have to be taken to the garbage disposal meant for these. There are garbage disposals on the yard of every apartment-complex, and tenants take their garbage there. Most housing companies have separate garbage disposals for different kinds of waste. The tenant has to sort the garbage and put the right type in the right garbage disposal.

2. Why do we recycle?

---



---

3. On the following table, you can see different kinds of waste and an example picture of each waste type. Put the following products in the proper bin. Read the box at the end of the page.

Pet excrements | Dead plants | Magazines | Diapers | Glass containers | Tuna canister | Broken metal | Carton packaging | Chickpeas canister | Chickpeas carton container | Sanitary towels | Newspapers | Food leftovers | Banana peels | Glass bottles | Tomato canister | Plastic bottles without deposit | Worn out clothes | Plastic packaging | Carrot peels | Other waste that does not belong to any category

Bio waste		
Paper		
Carton		
Metal		
Glass		
Plastic		
Mixed waste		

4. Visit [kierratys.info](http://kierratys.info) to find out more about recycling.



- Plastic and glass bottles that have a deposit can be taken back to the market and you can have the deposit money back.
- Old books can be donated to libraries and old clothes can be donated to collection centres.
- Batteries, certain lamps, computers, telephones, old electronic equipment, paint, and other hazardous material cannot be thrown and have to be returned to collection centres.
- Recycling keeps the country clean; it is your responsibility as a municipality resident and future citizen to keep Finland clean.

# Shopping in your municipality

The following text is taken from the lesson webpage. The link to this page can be found at the beginning of this module. Did you find it? It looks like [mof.fi/sections/daily\\_life/en](https://mof.fi/sections/daily_life/en) and you can read more about the topic from there.

Let's read the text.

People in Finland buy their food and other groceries usually from big shops and department stores. In the department stores there are also shops for clothes and shoes. When you step into the store you take a shopping trolley or a shopping basket to collect your shopping in them. The shops have different sectors for different goods. In the vegetable and fruit section you can collect the amount of fruits and vegetables you want into paper or plastic bags. After collecting, place the bag of fruits or vegetables on the weighing machine, then you press the button of the product number and the machine gives you the price. You place the price tag on the side of the bag. Bread can be bought in the bread aisle. Fish and meat are normally ordered at the counter reserved for them. Clothes and shoes for sale may also be found in the store and their price tags can be found attached to them. The shopping is paid for at the counter with cash or with a bank card.

In midsized and big municipalities and cities you can find food stores selling products used mostly by immigrants. Midsized municipalities and cities have a market where you can buy fruits, vegetables, berries, and fish among other, and spend time with people around a cup of coffee.

Flea markets have a lot of clothes for children and adults, household appliances, furniture, and children toys that are in good condition. Rarely used clothes for little children are also widely available. Get to know your local flea markets before you buy new products. By buying used products you can save a lot on your household expenses.

In Finland almost everybody, be it children, youth, adults and old people, use mobile phones. You can either buy a prepaid SIM card from your local R-kioski or you can get the SIM card from a phone company and pay the bill monthly.

## 1. Respond with "True" or "False".

<b>a</b>	Fruits and cleaning products are in different sections of the shop.	
<b>b</b>	Payment can be made with the bank card.	
<b>c</b>	In Finland there are stores that sell foreign products and products used mostly by immigrants.	
<b>d</b>	Products from flea markets are more expensive than those in other shops.	
<b>e</b>	By buying from the flea markets you can save a lot of household expenses.	
<b>f</b>	R-kioski shops sell pre-paid SIM cards.	

## 2. Many flea markets can be found online. Try searching for websites that have the word "kirpputori". You can also search for groups and pages on social media that have the word "kirpputori" in them. Share the results with your friends or family.



- There is usually no bargaining in shops in Finland, except in flea markets
- In recycling centres you can find good quality products for reasonable prices.
- You can access the internet through a prepaid SIM card subscription, among others. Ask about the different internet options and how to get them.

# Banking

Managing your money well is an important aspect of your daily life in Finland. In this section, you will learn about using banking services in Finland. Let's read the text.

---

It is necessary for every adult immigrant to open his or her own bank account in the municipality of residence or in the closest municipality. A valid passport, a residence permit, and a municipality registration are needed for this. Once the account is opened you will get a personal bank card. With your own bank card you can withdraw money from the cash machines and pay for your shopping in the stores. Make sure to remember your bank card's PIN number. The PIN number is a four-digit number that you will get from the bank.

You can withdraw money from the cash machines in euros, which is the currency in Finland and in many other European countries. In Finland the most common payment method by bank card. You put your bank card into a small machine in the store and then type your PIN number. The cost of your shopping will be automatically deducted from your account. You can also pay with cash.

---

1. What is a bank account?

---

2. How can you use your bank account?

---

3. What is a bank card?

---

4. How can you use your bank card?

---

Along with the bank card, the bank will send you banking identifiers or provide you with a way to access them. Your banking identifiers are numbers that are used to confirm online payments or to access other online services and sometimes to confirm your identity on certain websites. Banking identifiers are called "pankkitunnukset" in Finnish.

5. What can you do with your bank identifiers?

---

6. Where do you get the bank identifiers?

---



- Everyone, men, women and children have their own accounts. Payments are made to the person's account.
- Always have your bank card and bank identifiers in a safe place.
- Your bank card PIN code is personal. Do not give it away.

# Transportation

Transportation is an important part of living. Let's get to know the means of transportation in Finland by reading the texts and answering the questions.

---

Means of local public transportation include local buses, local trains, and trams. Means of public transportation for long distance journeys are long-distance buses and trains. Using public transportation is usually cheaper than private motoring.

---

1. Is it cheaper to travel using public transportation?  

---
2. Are there other means of public transportation in your country besides the ones in Finland?  

---

People wait for the local buses on the bus stops which are marked by bus stop signs, and where the buses stop to pick up passengers. When the bus is arriving at the bus stop, you must give a sign to the bus driver to stop. In most municipalities bus fares are paid with a bus card into which the passenger has loaded money beforehand. If you don't have a bus card you can normally pay with cash. Long distance buses pick up passengers from the bus stops meant for long-distance buses. The price for the long distance trips is usually cheaper if you purchase the ticket in advance online.

3. Local transportation is safe. Children can use it to go to school, and they sometimes get discounts. Does this happen in your country?  

---
4. In most municipalities, you have to use a transportation card that already has money on it. If you do not have a card, how can you pay?  

---
5. When you travel for a long distance, buying the ticket in advance is usually cheaper than buying it in the bus. Sometimes the only possibility of buying a ticket is before the journey. Is it the same in your country?  

---
6. The following page has three maps. Which map is the one that represents the main roads in Finland? Discuss with your family or colleagues. The map's source is [wikipedia.com](http://wikipedia.com).  

---



- Transportation is safe for women, children, and men.
- Buying tickets from the internet or in advance is usually cheaper.
- Immigrants often need to have a Finnish driving license before they are able to drive in Finland. Visit [traficom.fi](http://traficom.fi) to learn about driving licenses.

---

The trains travel widely across Finland. All midsized and big cities have train stations. Trains stop at the train stations where the passengers can leave and get on the train. The ticket is usually bought from the train station, but can also be bought from the internet and sometimes from the train.

---

7. Where can you buy train tickets?

---

8. Below there are three maps. Which map is the one that represents the railways in Finland? Discuss with your family or colleagues. The source of the map is [www.vr.fi](http://www.vr.fi); please visit the website.

---

9. What does the remaining map represent? The source of the map is wikipedia.com.

---

In Finland people cycle a lot. Many people cycle to school and work. Bicycles are parked in the bicycle parking areas. When cycling, it is important to follow the traffic rules and use a helmet. The person cycling must be mindful of those walking and crossing the streets.

10. People cycle a lot in Finland; it is safe and common for both women and men as well as children. Is it common in your country? Do you think you will cycle in Finland?

---

11. What are the three things you need to remember when cycling?

---



# Smoking

Let's read the text.

Smoking in all public spaces; at airports, train stations, bus stations, schools, offices, and in buses, trains, airplanes and hallways is forbidden by law. There are separate, clearly marked spaces provided for smoking in public places. You must use these spaces during summer and winter as well. Cigarette stubs are to be disposed into the dustbin meant for them.

1. In your opinion, in which of these places can you smoke and in which you cannot? Check the answers to know what the rules are in Finland.

		
Bus		
Courtyard		
Own apartment		
Own car when there are children		
Park		
Place marked as a non-smoking area		
Place marked as a smoking area		
Plane		
Street		

Now that you finished the module, write at least five thoughts about new things that you learned. The thoughts should not be the same as those in the box found below but can be inspired from them. Share your thoughts with your family or friends.



- As a quota refugee, you will live in a rental apartment.
- It is your responsibility to pay the rent and the bills on time.
- It is your responsibility to maintain the apartment in a good condition and to keep your environment clean.
- Almost all payments are done through your internet bank and your bank card. Cash payments are much less common.
- There are many options for shopping.
- The public transportation network is very good.
- Smoking in all public places is forbidden.

# Answers

## Renting

1. In Finland you would live in a rental apartment that your municipality arranges for you. The size of the apartment depends on the number of residents.
2. The basic equipment in the apartments is usually the same.
3. You, as the tenant, will sign a rental contract with the landlord.
4. The rental contract includes the rental amount and the length of the rent.
5. The apartments are rented unfurnished.

## Bills

1. The answers can be found on the following table.

a	b	c	d	e	f	g
True	True	True	False	True	True	True

2. The answers can be found on the image.

## Common rules and regulations

1. A housing company owns the apartment complex where your apartment is located.
2. Each housing company has its own rules. Each tenant of the housing company has to abide by the rules and regulations of their housing company.
3. The laundry room in the housing company can only be used at the reserved times.
4. The tenants have to look after the general cleanliness of the environment and the sorting of garbage.
5. In case of complaints or breach of rules, the housing company will be contacted.

## Maintenance and waste

1. The answers can be found on the following table.

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
v   x	x	x	w	v	y	x	v   x	x	w	x	z	w	w	x

2. Recycling is necessary to protect your environment and keep it clean. Recycling means turning an item into raw materials which can be used again.

3. The answers can be found on the following table.

Bio waste	Dead plants   Food leftovers   Banana peels   Carrot peels
Paper	Magazines   Newspapers
Carton	Carton packaging   Chickpeas carton container
Metal	Tuna canister   Broken metal   Chickpeas canister   Tomato canister
Glass	Glass containers   Glass bottles
Plastic	Plastic bottles without deposit   Plastic packaging
Mixed waste	Pet excrements   Diapers   Sanitary towels   Worn out clothes   Other waste that does not belong to any category

4. The website [kierratys.info](http://kierratys.info) contains important information about recycling and collection centres. Visit it and get to know the ones close to you.

## Shopping in your municipality

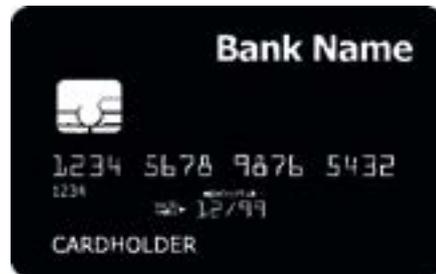
1. The answers can be found on the following table.

a	b	c	d	e	f
True	True	True	False	True	True

2. The answers vary.

## Banking

1. A bank account is an account that you get from the bank. A bank account has an account number.
2. A bank account can be used to transfer and receive money.
3. A bank card is a plastic card that you get from the bank. Getting the bank card may cost money. The following picture is an example of a banking card.



4. With your own bank card you can withdraw money from the cash machine and pay for your shopping in the stores.
5. The bank identifiers can be used to confirm online payments or to access other banking related online services and sometimes to confirm your identity on certain websites.
6. The bank will send you your bank identifiers. Bank identifiers can be also used through your smartphone. The picture on the right is an example of bank identifiers.



## Transportation

1. Travelling on public means of transportation is usually cheaper.
2. The answers vary.
3. The answers vary.
4. If you do not have a bus transportation card you can pay with cash. Nowadays you can also pay with your phone in some municipalities.
5. The answers vary.
6. Map "a" represents the main roads in Finland. The roads in red are the first class roads or "valtatiet" and those in yellow are the second class roads or "kantatiet".
7. The ticket can be bought from the train station, or from the internet. In most trains tickets can also be bought in the train. Most people nowadays buy the train ticket on the internet. There are also mobile applications available to buy tickets on the internet. Check how it works in your municipality!
8. Map "c" represents the railways in Finland. You can buy train tickets on the website [vr.fi](http://vr.fi).
9. Map "b" represents the airports of Finland.
10. The answers vary.
11. When cycling, it is important to follow the traffic rules, use a helmet, and be mindful of those walking and crossing the streets.

## Smoking

1. The answers can be found on the following table.

Bus	Courtyard	Own apartment	Own car when there are children	Park
				

Place marked as a non-smoking area	Place marked as a smoking area	Plane	Street
			

# Education

## Schools and Learning



Where can I finish my education? Where can my children study? Do I start studying immediately after arriving in Finland? It's all in this chapter.

**In this module, you will learn about:**

- Day care and pre-primary education
- Comprehensive school
- Secondary schools
- Vocational education and training
- Higher education
- Integration training for immigrants
- Labour market training for adults
- Equivalency of degrees
- Libraries

Read about this module at  
[mof.fi/sections/education/en](https://mof.fi/sections/education/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/education/en](https://mof.fi/exercises/education/en)  
or scan the QR code below



# Day care and pre-primary education

---

As municipal residents, you may apply for a day care spot for your children. At day care centres they will learn the Finnish language, daily rhythms and important social skills. The centres' daily routine includes both indoor and outdoor activities such as games, exercise, music, arts and crafts, and shared mealtimes. The day care fee depends on the family's income. Children often play outside in day care, and parents must prepare for this by dressing the children according to the weather conditions. Children have the right to pre-primary education for one year before their compulsory basic education begins, generally at the age of six. In pre-primary education, children will gain knowledge and skills that will aid their learning process in comprehensive school.

---

1. Read the text and finish the sentence with the right answer.
  - a. Pre-primary education lasts for \_\_\_\_\_.  
one year | two years | three years
  - b. Day care fee \_\_\_\_\_.  
is the same for everyone | depends on the family's income
  - c. Children must be dressed properly for \_\_\_\_\_.  
inside activities | outside activities | both inside and outside activities

## Comprehensive school

Let's read the text.

---

All children permanently living in Finland have an obligation to obtain a compulsory basic education. This obligation begins at the age of 6 with pre-primary education. After that, children start the comprehensive school, which lasts for 9 years and provides children with basic education. Children generally start the comprehensive school at the age of 7 and finish when the compulsory syllabus is completed, usually by the age of 16. Comprehensive school consists of primary and lower secondary level education. The primary level includes grades from 1 to 6 and the lower secondary level includes grades from 7 to 9. Parents are responsible for making sure that their children attend school on a daily basis.

---

1. Respond by "True" or "False" and explain why.
  - a. Only Finnish children are obliged to have basic education, for immigrant children it is optional.  
\_\_\_\_\_
  - b. Obligatory education is for grades from 1 to 6 only.  
\_\_\_\_\_
  - c. Parents are responsible for the school attendance of their children.  
\_\_\_\_\_

---

Children study many compulsory subjects in comprehensive school, such as mathematics, Finnish, English, history, biology, etc. All students in Finnish schools participate in physical education and art classes. There are a lot of arts and crafts in school, and visual materials are used abundantly in teaching. Usually a student is told to raise his or her hand when requesting permission to speak in class. Different languages are studied in school.

Finnish children do not have school uniforms; therefore parents are responsible for making sure their children have appropriate and practical clothes that are suitable for the season and weather conditions. For sports and physical education classes, children must have sports clothing and shoes. Classes in Finnish schools are approximately 45 minutes long. There is 15-minute break between classes, and once per day a longer lunch break in which a meal is provided.

---

2. Link the first part with the corresponding second part.

<b>a</b>	All students participate	in sports and art classes.	<b>w</b>
<b>b</b>	Parents are responsible that their children have the appropriate clothing	by raising your hand.	<b>x</b>
<b>c</b>	Requesting permission to speak in class is done	for weather and sports.	<b>y</b>
<b>d</b>	Classes last 45 minutes	and are followed by a 15-minute break.	<b>z</b>

---

Immigrant children who have just arrived in Finland are provided with preparatory teaching that prepares them for comprehensive school. Students study the Finnish language and other subjects, and strengthen their reading and writing skills. In comprehensive school, an immigrant child is placed in the grade that best suits his or her age, knowledge, and skills. Additionally, tutoring in different subjects can be arranged for newcomers. Religion is also a subject in Finnish comprehensive school and high school. Its teaching is organized according to the majority's religious denomination.

---

3. Immigrant students receive the teaching of the topics also in Finnish. What benefits does this bring in your opinion?

---

---

4. Religious teaching is organised according to the majority's religious denomination, and yet a child's parents have a right to request teaching religion according to their own denomination, and it would be arranged **if possible**. Instead of religious teaching, children can also participate in ethics teaching. Do you think parents should be able to request teaching any belief for their children? What would religious teaching be like in Finland in your opinion? Do you think it has some differences compared to your previous experiences?
- 
- 



- Whether in pre-primary education or in comprehensive school, parents have an important role in supporting the education of their children.

5. On the following table, there is a description of certain practices. Comment on whether these practices can be found in Finland or not, and what do you think of these practices and why.

		Occurs in Finland	Opinion and justification
a	Girls and boys studying together		
b	Students using the teacher's first name		
c	Eating lunch at the school		
d	Punishment		
e	Parents following the studying of their children		
f	Students standing up when teacher is coming		
g	Wearing a uniform		
h	Studying longer than six hours a day		
i	Swimming classes		

6. As a student, you may come across certain situations that are new to you. Here are some examples that may or may not happen. What would you do?

<b>a</b>	Someone harassed or bullied you at school.	
<b>b</b>	The teacher wants to meet you.	
<b>c</b>	Something is not clear about the lesson	
<b>d</b>	Something happened at home and you cannot do your homework	
<b>e</b>	A student asked you to eat together.	

7. As a parent, you will be constantly in contact with the teachers of your children. Here are some examples of situations that may or may not happen. What would you do?

<b>a</b>	The teacher wants to meet you.	
<b>b</b>	Your child would need to participate in an event that you have some objections about.	
<b>c</b>	Your child has not done the assigned homework.	
<b>d</b>	Your child is misbehaving at school.	
<b>e</b>	Your child made excellent progress at school.	
<b>f</b>	Your child does not want to go to school.	

# Upper secondary school

The following text is taken from the lesson webpage. The link to this page can be found at the beginning of this module. Did you find it? It looks like [mof.fi/sections/education/en](https://mof.fi/sections/education/en) and you can find a lot of information that would help you find the answers to the following exercise.

---

A person can apply for upper secondary education with a school-leaving certificate from the comprehensive school. The studies can be completed within 2 to 4 years. The studies' aim is the final national examinations, where general knowledge is tested on a broad scale. On completing the upper secondary school the student receives a diploma. After successfully completing the matriculation examinations, the student also receives a matriculation examination certificate. Upper secondary school is required for higher education studies.

---

1. When is upper secondary school?  

---
2. How long does upper secondary school last?  

---
3. Which education level requires that upper secondary school studies are finished?  

---

# Vocational training

Below are two paragraphs about vocational education, let's read them.

Vocational education and training	Preparatory vocational training for immigrant youth
<p>A high number of vocational institutions in Finland offer a broad selection of vocational education and training programmes, which give qualifications for practical professions. In the vocational education a young person can study and gain a vocational qualification, which takes approximately 2 to 3 years. Vocational education is very practical. The students attend trainee periods and practical studies at different workplaces. One can apply for vocational training either with a school-leaving certificate from the comprehensive school or with an equivalent educational certificate. Because the language of instruction in vocational training programmes is Finnish, it is important to learn Finnish at the earliest stage as possible.</p>	<p>After completing the comprehensive education a person can choose either the vocational school or the upper secondary school. If an immigrant youngster needs extra studies in Finnish or Swedish language or other basic education subjects, they may attend a 10th grade in the comprehensive education or a year in preparatory vocational training. In the preparatory vocational training the student strengthens their language skills. The student also studies working life skills and different professions, and prepares for further vocational studies. During preparatory training the student will have an opportunity to identify their personal professional strengths and interests.</p>

1. When is the vocational school?

---

2. What is the difference between vocational education and upper secondary school?

---

3. What is preparatory vocational training for immigrant youth?

---

4. Below you find a list of characteristics. Identify which are specific to the preparatory vocational training for immigrant youth and which are common?

- a. Prepares for a profession
- b. Strengthens Finnish language skills
- c. Can enter with comprehensive school leaving certificate or equivalent
- d. Prepares for vocational studies

5. After vocational studies, can you start working right away or do you need further studies?

---

## Higher education and universities

Let's read this extract from the lesson's page.

---

In Finland, higher education can be achieved either at the universities of applied sciences or at the universities. The studies can be completed within 3 to 4 or 5 years. The requirement for the admission is either an upper secondary certificate or a vocational education certificate. Most university degrees consist of a bachelor's degree, followed by a master's degree. There may be entrance exams for higher education programmes.

---

1. True or false?

a. You can go to higher education only from upper secondary school.

---

b. Higher education is only at universities of applied sciences.

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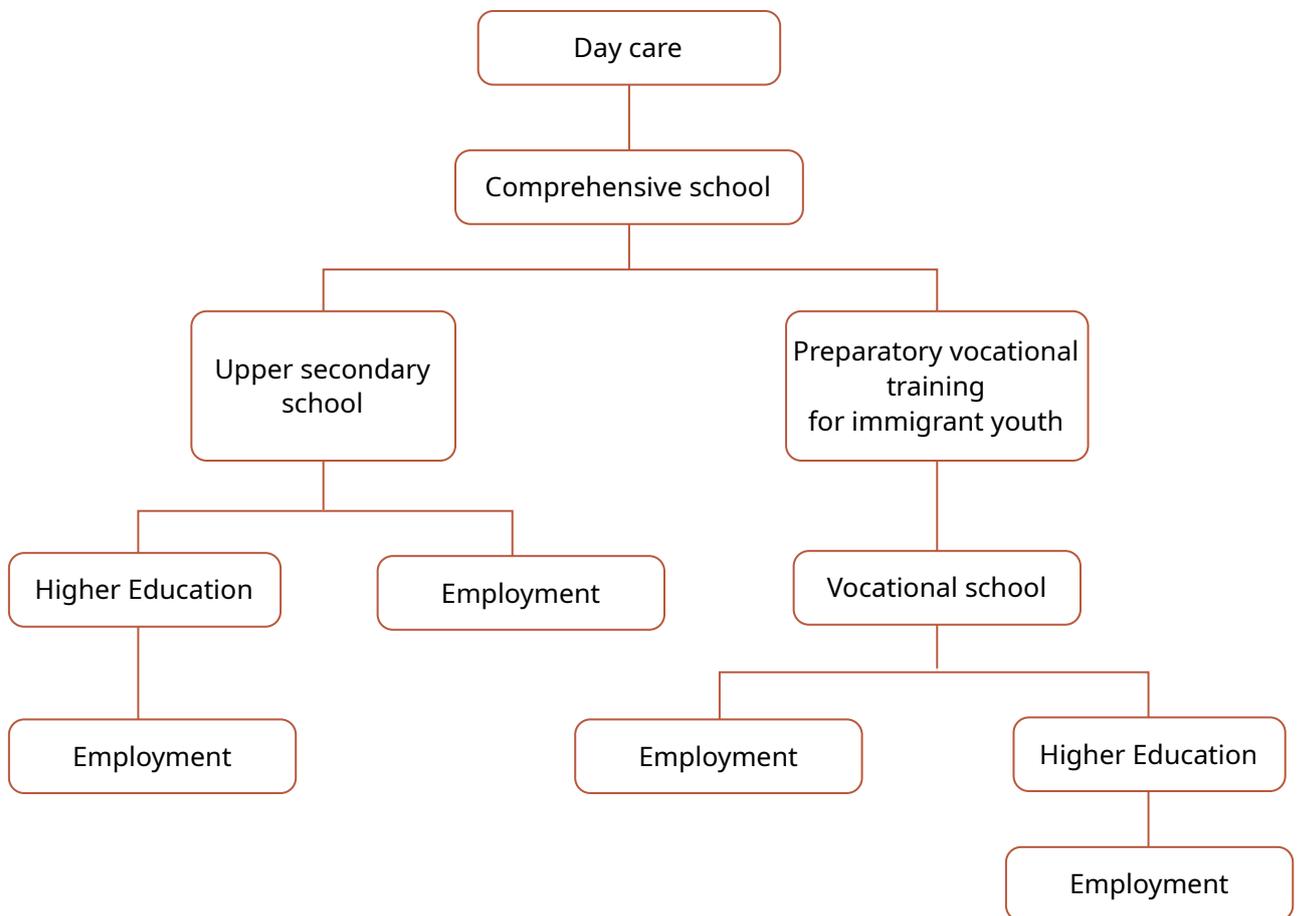
c. Most university degrees include a bachelor's and a baster's degree.

---



- After comprehensive school, a person can choose to go to upper secondary school or to vocational school. Both have their advantages.
- Vocational school is oriented for those who want to start a professional life. Upper secondary school is oriented for those who want to study more. You are given the choice.
- If you need help with your language and other skills, you can have an additional year of preparation. Ask about the options in your municipality.

2. Now that you know how the Finnish education system works, draw the path that you or your child or relative could do. Discuss and ask your instructor if you have any questions.



- The vocational education path is normally faster than the higher education path, yet both have their advantages. Discuss with your school, employment and social service office personnel about your options.

# Integration training for immigrants

Now that you know how the Finnish education system works in general, how about the cases when an adult immigrant arrives in Finland with or without previous studies in another country? You will find out, however before you start there is a very important question that needs to be answered.

1. What education-related or employment-related goal would you like to achieve in Finland?

---

---

---

Now let's read the following text together.

---

Upon arriving in the country, immigrants are enrolled in an integration training programme, which consists of studies in Finnish language, social studies, everyday life skills, cultural knowledge, as well as study advice and counselling for further studies and employment. Additionally, the programme includes trainee periods at a workplace.

---

2. What do you think is needed in order to achieve your goal? Circle the ones that you think are needed.

Finnish language | social studies | everyday life skills | cultural knowledge | counselling for further studies and employment | traineeship | personal plan for further studies

3. Is there something else you think you need to achieve your goal?

## Vocational education and training for adults and labour market training for adults

---

Similarly to the young immigrants, adult immigrants can also apply for vocational education and training in order to gain a professional qualification needed in the Finnish labour markets. An applicant is eligible to apply if they have a certificate from a comprehensive school or an equivalent educational certificate. Sufficient skills in the Finnish language are also required. Remember to bring your original education certificates with you if you have them. Completing a vocational degree in Finland is recommended, because it strengthens an immigrant's position in the labour market.

---

---

Unemployed immigrants, who have completed the integration training and achieved the level of Finnish language required for the vocational education, are eligible for a labour market training. The labour market training is oriented towards working life and consists of variety of subjects, and most often leads to a full or partial vocational qualification.

---

1. What are the two requirements to apply for vocational education in Finland?

---

2. Why is completing a vocational education recommended?

---

3. Who is eligible for labour market training?

---

4. What does the labour market training often lead to?

---

5. Below you can find a list of goals. Choose those that you are interested in and estimate how long you think it would take to achieve them.

a. Learning Finnish | \_\_\_\_ month(s) / year(s)

b. Learning Swedish | \_\_\_\_ month(s) / year(s)

c. Enrolling in preparatory vocational programme | \_\_\_\_ month(s) / year(s)

d. Enrolling in a vocational degree programme | \_\_\_\_ month(s) / year(s)

e. Enrolling in a bachelor programme | \_\_\_\_ month(s) / year(s)

f. Enrolling in a master programme | \_\_\_\_ month(s) / year(s)

g. Getting my first traineeship | \_\_\_\_ month(s) / year(s)

h. Getting my first employment | \_\_\_\_ month(s) / year(s)

i. Starting my own company | \_\_\_\_ month(s) / year(s)

# Accreditation of studies and degrees completed abroad

If you have a degree from another country, you can apply for its accreditation in Finland. You can read about the Finnish National Agency for Education, to whom you apply to have your accreditation at [oph.fi/english/services/recognition](https://oph.fi/english/services/recognition) or by scanning the following QR code.



1. Already where you are now, there is one very important thing to remember when it comes to degrees and certificates. Let's discover it by completing the following paragraph with missing words.

It is important that you bring all the \_\_\_\_\_ or certified copies of basic education, vocational \_\_\_\_\_, \_\_\_\_\_ programmes and work \_\_\_\_\_ with you to Finland. It is best to get these copies \_\_\_\_\_ and translated into \_\_\_\_\_ already now.

experience | education | degree | original | English | certified



- Adult immigrants have an integration training and counselling for further studies and employment, as well as traineeship.
- Vocational education to upgrade your skills to meet the qualifications of labour market, is also accessible to adult immigrants.
- If you have any certificates, translate them and bring them with you to Finland.

# Library and extracurricular activities

Most municipalities in Finland have a public library, which is open to all residents. You can borrow books or e.g. read different magazines in different languages for free. You can use the internet and study in the library as well. You must apply for a library card in order to borrow the books in the library.

1. Let's find out where you can find libraries in Finland. Go to the website [hakemisto.kirjastot.fi](http://hakemisto.kirjastot.fi) or visit the website by scanning the following QR code.



2. What hobbies do you have? Do you think your hobby is practiced in Finland? If your hobby is not found in Finland or in your new municipality, would you be ready to start a club yourself?

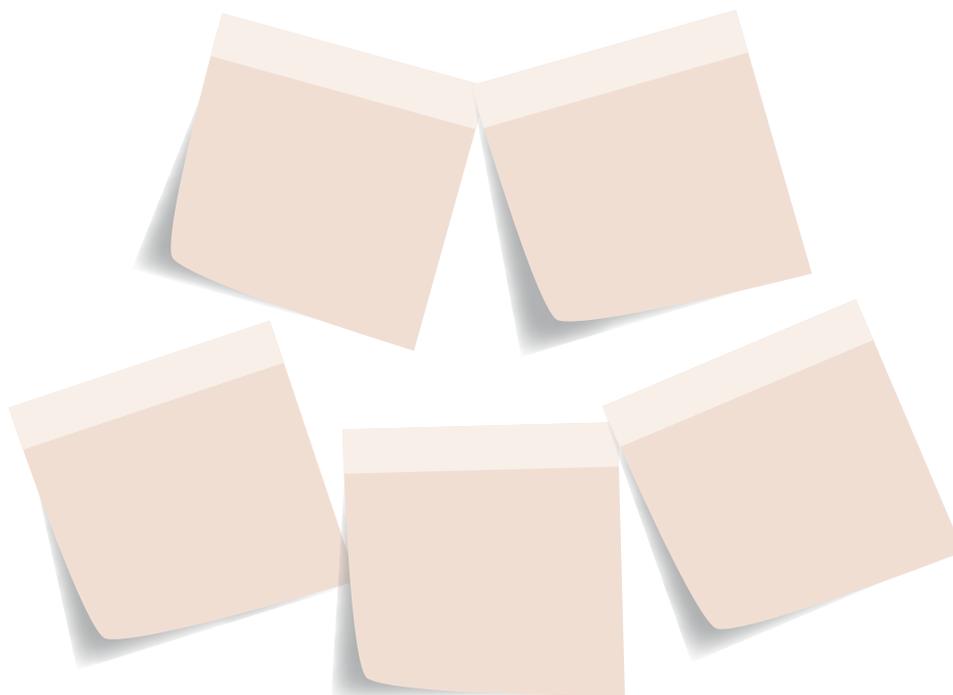
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Now that you finished the module, let's summarise what you learned.



### Bonus task!

Find out where you can practice your hobby at [harrastushaku.fi](http://harrastushaku.fi) or by scanning the QR code. If you need help with the Finnish language, ask help from your instructor, colleague, or counsellor.



- The education system in Finland is ranked as one of the best in the world. Set your personal goal and study well to have the success you wish in your life.

# Answers

## Day care and pre-primary education

1. The answers can be found on the following table.

a.	b.	c.
one year	depends on the family's income	both inside and outside activities

## Comprehensive school

1. The answers can be found on the following table.

a.	False	Basic education is obligatory for all children permanently living in Finland.
b.	False	Obligatory education is for the grades 1 to 6 and 7 to 9.
c.	True	Parents have an obligation to make sure their children attend school.

2. The answers can be found on the following table.

a.	b.	c.	d.
w.	y.	x.	z.

- The answers vary, however keep in mind that teaching in Finnish supports the development of the language skills and prepares the students better for further education opportunities.
- The answers vary. Discuss the possibilities with the school authorities. Generally, religious teaching in Finland focuses on teaching objectively about the religion's history and practices. Ethics teaching is also generally available.
- Girls and boys study together in Finland. This is a good thing for many reasons. In general, there is no separation between genders in Finnish society.
  - Students use the teacher's first name in Finland. This is a good thing because it eliminates hierarchy, which is rare in Finnish society in general. Using the teacher's first name does not mean that you are being disrespectful.
  - In Finland students eat their lunch at school during lunch breaks. This is usually a good thing for multiple reasons. In some schools, food is provided and food quality is well monitored. If you have any dietary issues, inform the administration.
  - Punishment in a physical manner is prohibited in Finland. This prohibition is good because no one has the right to touch another person in a harmful way. Consequences depend on the situation and the type of misbehaviour.
  - Parents follow the educational progress of their children in Finland. This is good because it allows the parents to know about the learning of their children and to help them.
  - Students do not stand up when the teacher comes. This is good because it eliminates hierarchy. You can be respectful to your teacher by learning and helping during the lessons.
  - Students do not wear a uniform in Finland. This is good because not being able to purchase uniforms would not affect your possibility to attend school, and because students are free to wear what they want as long as it is suitable for school environment and weather conditions.
  - Study days in comprehensive school are not longer than six hours a day in general. This is good for many reasons, including students having time for extracurricular activities.
  - Swimming is usually part of the curriculum in Finland. This is good as it encourages physical activity. Swimming skills are important in Finland because of the number of lakes and the presence of the sea. If you have any concerns about this, discuss with the school.

- 6.
- Immediately inform your teacher. Do not wait or hope for the situation to improve.
  - Arrange for the meeting and be present on time.
  - Always ask whenever something is not clear.
  - Inform your teacher immediately.
  - It is always good to meet new people. If you are interested in eating together then do so, otherwise decline politely and respectfully.

- 7.
- Arrange for the meeting and be present on time.
  - Do not prohibit your child from attending. Inform the administration with your concerns.
  - Do not punish your child. Talk to your child. Discuss your concerns with the teacher.
  - Do not punish your child. Talk to your child. Discuss your concerns with the teacher.
  - Reward and encourage your child.
  - Do not punish your child. Talk to your child. Discuss your concerns with the teacher.

## Upper secondary school

- Upper secondary school is after comprehensive school.
- Upper secondary school lasts from 2 to 4 years.
- Upper secondary school is a prerequisite for higher education studies.

## Vocational training

- After completing the comprehensive education a person can choose either the vocational school or the upper secondary school.
- Vocational education is very practical. The students attend plenty of training and practical studies at different workplaces.
- If an immigrant youngster needs extra studies in Finnish or Swedish language or other basic education subjects, he or she may attend 10th grade in the comprehensive education or a year in preparatory vocational training.
- The answers can be found on the following table.

	a	b	c	d
Vocational education and training to Finns and immigrants	x		x	
Preparatory vocational training for immigrant youth	x	x	x	x

- Both; after vocational studies you can either start working immediately or also study more.

## Higher education and universities

- The answers can be found on the following table.

a.	b.	c.
False	False	True

- The answers vary depending on your personal preferences.

## Integration training for immigrants

1. The answers vary depending on your personal preferences.
2. The answers vary. Keep in mind that a lot of effort is needed nevertheless and language skills are the key to studying and working in Finland.
3. The answers vary depending on your personal preferences.

## Vocational education and training for adults and labour market training for adults

1. The requirements include a certificate from a comprehensive school or an equivalent educational certificate, as well as sufficient skills in the Finnish language.
2. Completing a vocational degree in Finland is recommended because it strengthens an immigrant's position in the labour market.
3. Unemployed immigrants, who have completed the integration training and know Finnish well enough are eligible for a labour market training.
4. The labour market training most often leads to a full or partial vocational qualification.
5. The answers vary depending on your personal preferences.

## Accreditation of studies and degrees completed abroad

1. original | education | degree | experience | certified | English

## Library and extracurricular activities

1. The answers vary depending on your location.
2. The answers vary depending on your personal preferences and location. Be aware that starting a new club to practice your hobby is encouraged.
3. The answers vary.

# Employment

**Working in Finland**



Is looking for a job different in Finland? Is the nature of work different? In this lesson you will learn that working in Finland requires knowledge of the local language and personal effort.

**In this module, you will learn about:**

- Integration plan
- Training for immigrants
- Job searching
- Taxation
- Your obligations and rights
- Work culture

Read about this module at  
[mof.fi/sections/employment/en](https://mof.fi/sections/employment/en)  
or scan the QR code below



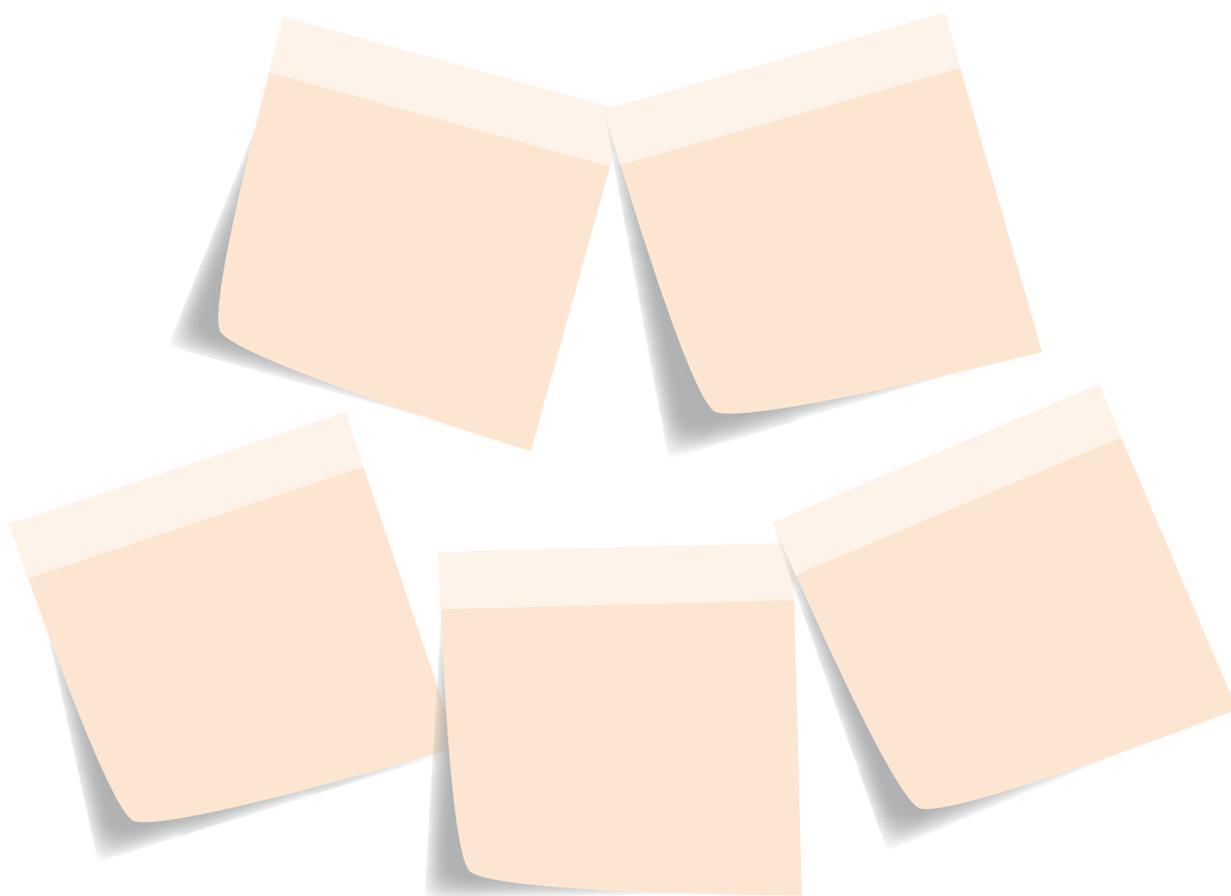
Find this module online at  
[mof.fi/exercises/employment/en](https://mof.fi/exercises/employment/en)  
or scan the QR code below



# Integration plan and training for immigrants

It's important to keep in mind that the language of the Finnish working environment is mostly Finnish. Work places in which the working language is English or some other foreign language are very limited. In order to be employed in Finland, you must learn the language. It is beneficial to you to start learning the language already before moving to Finland to fasten your integration.

1. Write the jobs that you want to do as well as a short description of them on these notes.
2. What skills would you need to achieve these jobs? Write these skills.



- Finding a job in Finland requires learning the language, learning new skills, and personal effort.

To get to the job that you want, you will face many challenges. To overcome these challenges, you need skills and knowledge of the Finnish employment system, among other.

3. Below you can find some examples of basic requirements to find a job in Finland. Compare these requirements to the skills you wrote in the previous question.

Requirements	X
Finnish language skills	
Notarised official certificates	
CV containing your skills and experience and job application in Finnish	
Formal education in the field of interest or specific to the job	
Work experience in the field of interest or specific to the job	
Social networks	

4. In your opinion, how easily could you find the job that you want? Would you consider starting with other jobs that provide you with new skills and build your career from there?

---

---

---

Do you have more questions about other jobs and their requirements? Feel free to ask your instructor.



- Before getting the job that you want, you will need to study well and do a lot of other work. The integration plan will help you.

Let's read the following text and answer some questions. A longer version of this text can be also found on the lesson webpage, and the link to this webpage can be found on the first pages of the module; it looks like [mof.fi/sections/employment/en](https://mof.fi/sections/employment/en).

When you settle in your municipality, register at your local Employment and Economic Development Office (TE office) as a job seeker. As a quota refugee you are entitled to an integration plan for the first three years of your residence in Finland. This will include language studies, traineeships, a preparatory training for working life, and a vocational training. Firstly, an initial assessment will be made on your education background, work experience, and language skills. Adult immigrants usually begin their integration programme with a training period, which focuses on language. If there are small children at home, a flexible integration training programme can be provided for the mother.

5. What is the name of the Employment office?

---

---

6. What is the name of the plan you will participate in preparing? Mention at least two parts of this plan.

---

---

---

7. What will you be asked about when preparing the plan?

---

---

---

**Bonus task!**

Let's visit the TE-office's website at [te-palvelut.fi](https://te-palvelut.fi) or by scanning the following QR code.



# Job searching

In this exercise, you will make a CV. Let's start by reading the text.

---

Seeking employment in Finland requires personal activeness and networking, and immigrants are supported in the process. Finns and immigrants alike start their careers by working in jobs that help them earn an income while building a network and improving their skills. Before going to your job interview and getting your first job, you most likely need to apply with a CV.

A CV contains information about your education, your work history, as well as your skills. If you do not have any formal work history, you can still add your non-formal work experience, like experience in child care taking or household management. Your resume should be in Finnish. In some areas in Finland, you will need it Swedish. You can find many examples of how to write a CV in Finnish by searching for "ansioluettelo" or in Swedish searching for "meritförteckning" on the internet. In this exercise, an example is taken from [ansioluettelo.net](http://ansioluettelo.net) to see what a simple CV looks like in Finnish.

---

The following page contains a CV example. Let's take a look at it and read the questions to fill it.

1. Start the CV by writing personal information. This includes your name, date of birth, address, and contact information.
2. In the section named "työkokemus", write your work history. In the example, the person worked for Nakkikioski Ry between February 2002 and June 2007 as a salesperson, or "myyjä" in Finnish.
  - What about you? Do you have previous work experience?
  - Write the date, the name of the employer, what you did there, and if possible a short description of your tasks. Try to remember any employment experience even if it seemed unimportant, for example a month training in a barbershop, or a voluntary participation for a couple of months as a cook for a charity, or anything else.
  - If you do not have any previous work experience, do not worry. You will soon be able to add the internships and workplaces that you will acquire in your new home.
3. The "koulutus" section is the section where you write your education history. What did you study? Where did you study? Write the names of the schools you went to as well as the degrees you earned.

In the CV example, the person went between August 2007 and May 2010 to the high school of Mallila, i.e. "Mallilan lukio" and finished as a high school graduate or "ylioppilas".

If you do not have any formal education, you can leave the section empty for the time being.



- Finnish employers will value your knowledge in both written and spoken Finnish.

**Etunimi Sukunimi**

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00000 KUNTA  
Puh. 000 123 4567  
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**ANSIOLUETTELO**

05.05.2015

**PROFILI  
TYÖKOKEMUS**

09/2014 - **Yritys Oy**  
Titteli / työtehtävä  
Tarkempi kuvaus työtehtävistä. Voit myös kertoa saavutuksistasi tai työssä hankkimastasi erityisosaamisesta.

02/2002 - 06/2007 **Nakkikioski Ry**  
Myyjä

**KOULUTUS**

08/2010 - 05/2014 **Oppilaitos**  
Tutkinto

08/2007 - 05/2010 **Mallilan lukio**  
Ylioppilas

**KURSSIT**

Hygieniapassi, myönnetty 1.1.2008

**KIELITAITO**

suomi	äidinkieli
englanti	erinomainen
ruotsi	perusteet

**IT-TAIDOT**

Microsoft Word	Hyvä
Microsoft Excel	Perusteet
AutoCAD	Erinomainen

**HARRASTUKSET**

Kuntosali, lenkkeily

**SUOSITTELIJAT**

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4. In Finland, the “Hygieniapassi” or Hygiene Passport, which can be read in the “kurssit” section of the CV in the example is mandatory for anyone wishing to work in restaurants and catering, among other.

- What about you? Aside from your schooling, did you go to any other courses or trainings? Write them down.

5. The “kielitaito” section is for languages. Can you guess which language is which?

suomi	English
englanti	Finnish
ruotsi	Swedish

- First write the languages you know.
- To the right, you see “äidinkieli”, “erinomainen”, and “perusteet”. The word “äidinkieli” means mother language, and is composed of “äidin” and “kieli”. You can also find the word “kieli” in the name of this section, “kielitaito”, which means “language skill”. The words “erinomainen” and “perusteet” mean respectively “excellent” and “basics”.
- Now write how well you know the languages.

6. In the example you can read “Microsoft Word” and “MicrosoftExcel”. These are computer programmes used to write and arrange things into spreadsheets and tables, among other. Their knowledge is very common in Finland. On the other hand, AutoCAD is a design programme. Based on this information can you guess what IT-Taidot means? It refers to computer-related skills. Remember that in most if not all the cases, you will have to send the CV by email.

- Now write any computer-related skills you know.

To the right, you see the words that evaluate how good you are. In addition to the words you read before, the word “hyvä” means good.

- Now write how skilful you are with each skill.

7. Do you have a hobby or a pastime? Do you like knitting or playing chess? Do you like tinkering with machines or reading? Write it in “harrastukset”.

8. Finally, write the names of the people who know your work or the people for or with whom you worked previously on the “suosittelijat” section.

9. Congratulations! You now have a basic CV example.

**Bonus task!**

In addition to the CV, a letter of motivation is usually sent. Let's visit [ansioluettelo.net](http://ansioluettelo.net) again and look for the word “työhakemus” in order to see what a letter of motivation is. Try searching the internet to find other examples.



- To find a job you might need to learn new skills or update the skills you acquired before coming to Finland. This might take time, but every effort will take you closer to a workplace.

In addition to having up to date skills, there are other factors that help you during your job hunt. Let's find out more about how you could improve your job search.

- 10.** Did you look for a job in other countries aside from Finland? Did you find a job?  
How did you find it?

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- 11.** In your opinion, what is the fastest way to get a job?

- a. Employment office
- b. Friends
- c. Job advertisements
- d. Internet
- e. Private job agencies

- 12.** Do you believe that the same way to find work in your current location and in Finland are the same?

---

- 13.** Do you know any other ways to find a job? Have you or someone you know started their own business before?

---

- 14.** How much jobs do you believe are filled through networking?

- f. 5%
- g. 25%
- h. 45%
- i. 65%
- j. 85%

- 15.** If you were told that the percentage would be 85%? What do you think this would mean about networking?

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- 16.** How do you build your network in a new country where you do not know the language very well? Discuss with your colleagues.

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- A network is one of the most helpful asset to have when searching for a job.
- A network will help others get to know the quality of your work and help you learn Finnish.
- Many people in Finland choose the path of self-employment: A network is very useful also in this case.

# Taxation

In Finland, before starting your job, you need to provide a Tax Card to your employer. In this exercise, you get to know more about this. First, let's look at the example.

 VEROHALLINTO	 540A 	MUUTOSVEROKORTTI 2013 ÄNDRINGSSKATTEKORT 2013 1(2)
		Päiväys / Datum 06.11.2012
		Verovelvollisen nimi Den skattskyldiges namn
		Henkilötunnus tai Y-tunnus Personbeteckning eller FO-nummer
		Kotikunta / Hemkommun 31.12.2012 475 MAALAHTI
		Veronumero / Skattnummer

Tämä muutosverokortti korvaa 01.02.2013 voimaantulleen ja/tai aikaisemmin päivätyn verokortin  
Det här ändringsskattekortet ersätter skattekortet som trädde i kraft 01.02.2013 och/eller tidigare

Ennakkopidätysprosentit voimassa 01.01.2013 - 31.12.2013  
Förskottsnehållningsprocent gäller 01.01.2013 - 31.12.2013

Määräys koskee Förordnandet gäller	palkkaa lön	
Perusprosentti Grundprocent	Tuloraja Inkomstgräns	Lisäprosentti Tilläggsprocent
<b>12,5</b>	<b>9 800,00</b>	<b>26,5</b>

Tulorajaan asti käytetään perusprosenttia. Ylimenevästä osasta ennakkopidätys toimitetaan lisäprosentin mukaan.  
Grundprocenten används upp till inkomstgränsen. För den överskjutande delen verkställs förskottsnehållningen enligt tilläggsprocenten.

Työnantajan merkinnät maksetuista suorituksista. Seuraavan työnantajan käytettävissä oleva tuloraja on verokorttiin merkitty tuloraja vähennettynä aikaisempien työnantajien maksamilla palkoilla.  
Arbetsgivarens anteckningar om de betalda prestationerna. Inkomstgränsen som den följande arbetsgivaren kan använda är den på skattekortet antecknade inkomstgränsen minskad med lönerna som de tidigare arbetsgivarna utbetalat.

Ajalta För tiden	Työnantajan nimi Arbetsgivarens namn	Bruttopalkat Bruttolöner
---------------------	---	-----------------------------

Merkinnät ovat erillisellä liitteellä  
Anteckningarna finns på en separat bilaga

Ohjeet kääntöpuolella  
Anvisningar på baksidan

VEROH 0103a\_T 11.2011 www.vero.fi  
www.skatt.fi

Now let's read the short text and answer the questions.

---

Today I received a phone call where I was told that I was chosen for the job. I was told that my CV was good, that my job interview went well, and that my references recommended me. I was also told that the next step is to get a tax card from the tax office or from the tax office website [vero.fi](http://vero.fi), and sending it along with my bank account number to the employer. I was told that if I don't provide a tax card, the tax office will automatically cut 60% of my salary. I chose to get the tax card from the website because it would save me time and transportation money. In the website, I put an estimation of the salary and then printed the tax card; it was not hard.

I was curious, so I called the tax office and asked them how they calculate the tax rate. They said that the rate is an estimation and that it is taken from of my salary automatically, but that after the end of the year I will be asked to check all the money that I made and inform the tax office about it, and then they will calculate the final amount of taxes. They said that if it turns out that I already paid more taxes than the amount that I was supposed to do, they will refund me, otherwise they will send me a bill in the mail, but because I already pay each month through the automatic deductions, even if there is a difference it should not be big; which I thought was a good thing. This seemed very different from my country, but I like how it is well organised.

---

1. Why do we pay taxes?

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2. Where do you get the Tax Card?

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3. In the Tax Card example, how much is the percentage of taxes that would be initially paid if the income is less than 9800 euros?

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4. In the example, how much is the additional percentage of taxes that would be initially paid if the income is more than 9800 euros?

---

5. How much would the initial percentage of deducted taxes be if the worker does not provide a tax card?

---

6. How is the final tax rate calculated?

---



- Taxes are an important part of the Finnish social security system.
- All the residents of Finland pay taxes. The taxes enable the integration support for you as a refugee.
- Paying your taxes is your way of proving your constructive contribution to society.

# Your obligations and rights

When starting your new job, it is important to know what your rights are and what your employers expects you to do. Visit the lesson page to read a lengthy description about your rights and obligations. The text below is an extract from the lesson page.

When starting a new job, a written contract is made between the employer and the employee, in which the work tasks, conditions, and payment are agreed upon. The type of the contract can be permanent or for a fixed period of time. The contract should include at least the salary, working hours, employment period, and information about work tasks.

It is also important to comply with schedules in Finland. In general, one always comes to work at the appointed time. 8:00 means 8:00 and not 8:10. Being late is considered impolite, since other people have to wait for the person who is late.

Bullying, segregation or sexual harassment at the work place are not allowed in Finland. If you feel harassed in any way, report it to your manager or occupational health doctor immediately.

You must inform your manager if you are dissatisfied with your working conditions. If you feel that you are not being heard, you may request the presence of the workplace steward or the work safety representative along for negotiations with the manager.

During meetings, after a short greeting, participants immediately go to the matter at hand. The employer might not ask how the employee is doing. For this reason, Finnish communication may at first seem impolite from an immigrant's perspective.

Respond to the questions by striking the wrong answer. A question may have more than one correct answer. Not all the answers to the questions are found in the text; some are found in the lesson page on the website.

- |   |  |
|---|--|
| 1. How many hours does a worker usually work each week?   | a. 40 hours: 8 hours a day for 5 days<br>b. 42 hours: 7 hours a day for 6 days<br>c. 48 hours: 8 hours a day for 6 days  |
| 2. A work contract usually specifies the wage.  | d. True<br>e. False  |
| 3. A work contract in Finland can be for  | f. a fixed duration<br>g. a continuous duration without end.   |
| 4. If you feel that are a victim of harassment of bullying, you should  | h. report it immediately to your employee or doctor.<br>i. wait and hope for the harassment to stop.   |
| 5. Finnish work communication may seem impolite to many people from different cultures: In a Finnish workplace and during meetings, | j. people typically talk about work in a straightforward manner.<br>k. it is considered impolite to talk about work in a straightforward manner.<br>l. the employers always make sure to ask the employees about how they are doing. |

## Bonus task!

Visit [youtu.be/T9J6hY0Un4U](https://youtu.be/T9J6hY0Un4U) or use the following QR code to know more about Finnish work life.



- Immigrants and Finns have the same employee rights and obligations.
- If you are not certain about something regarding your rights and obligations, the best way to know is to ask.

# Finnish work culture

A long description of Finnish work culture can be read on [mof.fi/sections/employment/en](https://mof.fi/sections/employment/en). In this exercise you will read about religious rituals and their place in Finnish work culture.

---

Religious rituals are rarely part of Finnish workplaces. For Finns, religion is mostly a personal matter which belongs outside of the workplace. If an employee wants to have a moment to pray in the middle of the working day, it must take place during the fixed breaks. Visible religious symbols such as head scarves are permitted in Finland, but workplace dress codes assigned for e.g. safety or hygiene reasons must be observed. These are all matters which can be reasonably discussed with your employer.

---

1. Do you think all religious symbols should be allowed in the workplace?

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2. Do you think wearing a headscarf is prohibited in the workplace?

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3. Do you think praying is allowed during lunch breaks?

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4. Do you have a matter in mind that you would like to discuss with your future employer? Feel free to ask your instructor and colleagues.

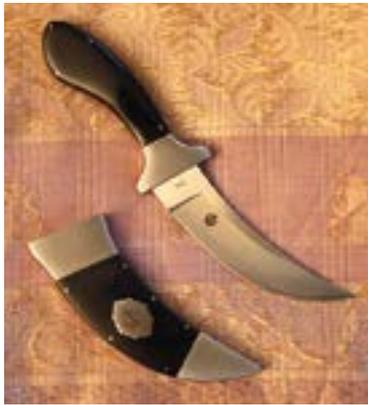
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- Compared to other countries, the Finnish work culture focuses on equality and independence.
- Religion is a personal matter and belongs in the personal space.
- Agree beforehand with your supervisor about personal matters that may affect your work.

5. If you were an employer, what religious symbols from the list below would you allow at your workplace? What religious symbols would you prohibit and why?



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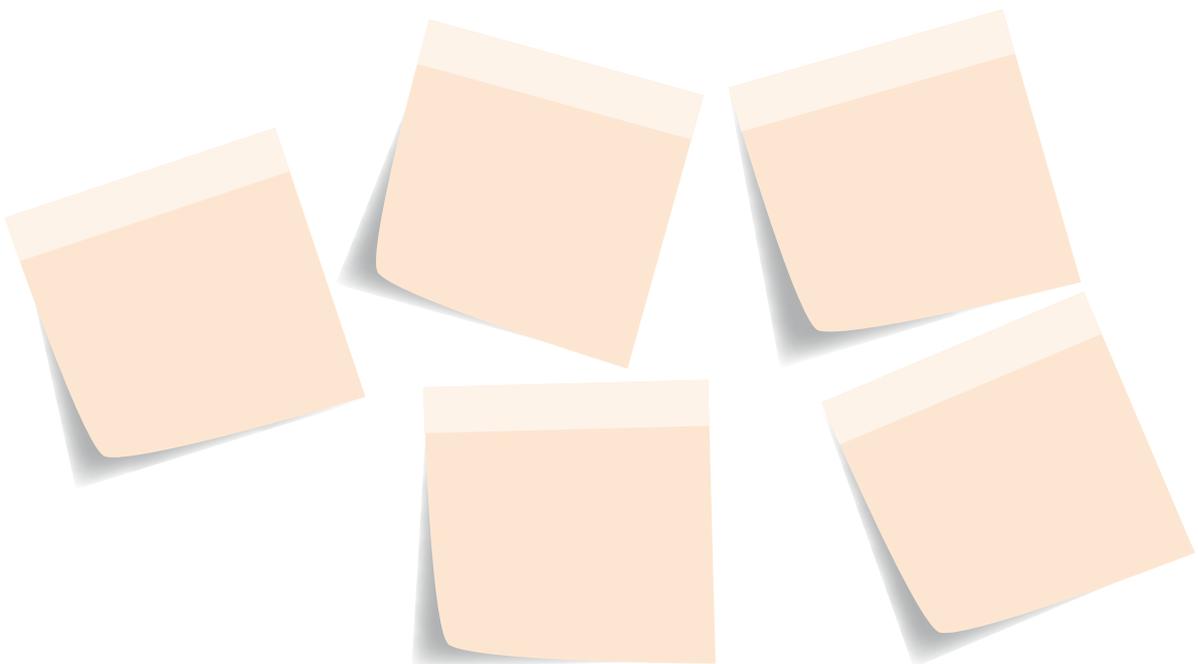
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Now that you have learned a lot about employment in Finland, it is time to summarise what you saw so far. Let's read the steps found below and arrange them in order, so you can see the full picture.

	I provide the employer with a tax card and with my banking details.
1	I start my integration plan, which includes my education and training.
	I receive my approval and sign a contract.
	I discuss the working arrangements with my employer, such as working time, uniform, and other concerns.
	I improve my skills and learn new ones, and I try networking with other professionals.
	I learn Finnish.
	I go to my job interview.
	I search for jobs.
	I prepare my CV.
	I prepare for a job interview.
	I start working.
	I apply for jobs.

If you have any other questions or notes, write them below and ask your instructor or people from your network about them.



# Answers

## Integration plan and training for immigrants

1. The answers vary depending on your personal preferences.
2. The answers vary depending on your previous answers. In addition to the skills that you wrote, keep in mind that you need strong language skills in Finland and a lot of personal effort.
3. The answers vary depending on your previous answers.
4. The answers vary. You should nevertheless keep an open mind when it comes to employment and be ready to accept work outside of your own field of expertise to acquire work experience in Finland.
5. The Employment and Economic Development Office is called the TE office or TE-toimisto in Finnish.
6. The integration plan includes Finnish language studies, traineeships, a preparatory training for working life, and a vocational training.
7. When preparing the integration plan you will be asked about your education background, your work experience, and your language skills.

## Job searching

1. The answers vary.
2. The answers vary.
3. The answers vary.
4. The answers vary.
5. The word "suomi" means Finnish, the word "englanti" means English, and the word "ruotsi" stands for Swedish. Your other answers will vary depending on your personal history.
6. The answers vary.
7. The answers vary.
8. The answers vary.
9. Congratulations on finishing your resume.
10. The answers vary, however finding a job always requires knowing your field and therefore people who work in your field, which is referred to as a network.
11. The fastest way to get a job is usually through friends and people you know, who can either hire you, tell you about potential job opportunities, or recommend you to potential employers, among other. Building a network will speed up your employment process.
12. The same ways of finding a job work almost everywhere. Even in Finland, getting to know people and building a network also works, and will work to your advantage. Another point that may differ from your current location is how the employment processes are done almost exclusively through the internet; you will need to use your computer skills and learn new ones that you may not know yet.

13. If you know any other ways, you should test them. Finding a job is not the same for everyone and your personal knowledge is also valuable. Many consider the best option to start their own business. Ask your local employment office about this and they will provide you about more information.
14. According to author Lou Adler on an article published in English in February 2016, [linkedin.com/pulse/new-survey-reveals-85-all-jobs-filled-via-networking-lou-adler](https://www.linkedin.com/pulse/new-survey-reveals-85-all-jobs-filled-via-networking-lou-adler), 85% of jobs are filled through networking. While the percentage may be different in Finland, it is still high, and networking remains very important.
15. As around 85% of the jobs are filled through networking, this should serve as proof of the importance of getting to know other professionals and building links with other people.
16. Building your network can be done in many ways. Joining events and organisations that have the same interests helps you not only in getting to know people who share the same interests as you but to also improve your Finnish language skills. Volunteering in events of interest to you is also a good way to show that you can contribute and to get to know new people. There are also certain events that are specific to immigrants, like language cafés, where people who want to learn your language and teach you theirs can meet. There are also trade unions, in Finnish ammattiliitot, that can assist you with particular questions regarding practicing your profession in Finland. In general, keep in mind that building a network extends beyond people who speak the same language as you or share the same background, but includes Finns and other immigrants as well.

## Taxation

1. Taxes are the contribution of each individual to society. Without taxes, hospitals, roads, police stations, schools, and most public services would not function.
2. The tax office website, [vero.fi](http://vero.fi), or the tax office.
3. 12.5%
4. 26.5%
5. 60%
6. After the end of the year, all the yearly income is calculated, and the tax office compares the final tax amount and the tax amount that was already paid. If there is a difference, the tax office pays the person back or the person pays the tax office.

## Your obligations and rights

The answers can be found on the following table.

1	2	3	4	5
a	d	f   g	h	j

## Finnish work culture

1. Religion is a personal matter. The workplace is a common space. Religious symbols are allowed as long as they do not break the workplace rules. Some religious symbols may therefore not be allowed in the workplace.
2. Wearing a headscarf is usually permitted in the workplace, however you need to discuss with your employer about it.
3. Prayers are only allowed during breaks. You cannot leave your work station unattended because you choose to go to pray.
4. The answers vary.
5. The answers vary depending on your preferences. Keep in mind that these symbols, the cross, the turban, the niqab, the kirpan, the prayer beads, the omkar necklace, the menorah, the buddha statue, the kippa, and the bracelet with the Baha'i star, all have a personal value to the follower of a belief, and yet they may not necessarily be approved at the workplace. Whether you are an employer or an employee, you can discuss these matters.

10	I provide the employer with a tax card and with my banking details.
1	I start my integration plan, which includes my education and training.
9	I receive my approval and sign a contract.
11	I discuss the working arrangements with my employer, such as working time, uniform, and other concerns.
3	I improve my skills and learn new ones, and I try networking with other professionals.
2	I learn Finnish.
8	I go to my job interview.
5	I search for jobs.
4	I prepare my CV.
7	I prepare for a job interview.
12	I start working.
6	I apply for jobs.

# Welfare

Health care and social welfare services



This module has information about getting health care in Finland, booking an appointment at your health centre, receiving treatment in a hospital, and matters related to social welfare.

**In this module, you will learn about:**

- Health care services
- Health centre
- Emergency health care services
- Maternity clinic
- Dental care
- Pharmacies
- Social security and Social insurance institution
- Integration assistance

Read about this module at  
[mof.fi/sections/welfare/en](https://mof.fi/sections/welfare/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/welfare/en](https://mof.fi/exercises/welfare/en)  
or scan the QR code below



# Health care

The text below is from the lesson page. You can visit the lesson page and read more about the topic from the link at the beginning of this module. Let's read the text together.

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Quota refugees are offered the same municipal health care services as the citizens of Finland. A health examination is organised for all quota refugees and their families upon arrival to their new municipality. It is important to take your prescriptions and medical statements. In Finland, all health care professionals are bound by law to professional confidentiality.

All Finnish municipalities provide health care services for their inhabitants, and usually have their own health centre. As a municipal resident in Finland you have the right to use municipal health care services. If you are ill, book an appointment with a doctor or nurse by visiting or calling the health centre.

Health centres are closed during the evenings and weekends. During these times, acute illnesses are treated at the emergency health care centres. These are usually located in the regional hospitals. In life-threatening situations, you can call the emergency number 112.

The municipalities offer their residents information and services regarding pregnancy. Mothers are encouraged to go to the first medical examination at the municipal health centre before the end of the fourth month of pregnancy. The health and growth of the mother and the foetus are examined in the maternity clinic. Fathers are encouraged to come along to the meetings and attend the prenatal training in the maternity clinic as well as the delivery. Babies are usually delivered in the nearest regional hospital to your municipality.

As a municipal resident you have the right to use the public dental care.

In Finland, a doctor prescribes the medication for illnesses. You will get a doctor's prescription which you take to a pharmacy to purchase your medication. If you have a long-term illness, take your previous prescriptions with you to the doctor's appointment in Finland.

---

1. Let's check your understanding of the text. Read the situation examples found below and check what to do in each situation. Note that an answer can be valid for many possibilities.

<b>a</b>	Need for surgery		
<b>b</b>	Stomach ache		
<b>c</b>	Teeth are hurting badly and pain medication does not help	Call 112	<b>s</b>
<b>d</b>	Headache	Buy pain medication from pharmacy without prescription	<b>t</b>
<b>e</b>	Pain continues and pain medication does not help	Call the health centre	<b>u</b>
<b>f</b>	Heart attack	Book a dentist appointment	<b>v</b>
<b>g</b>	Accident	Pay using the internet bank	<b>w</b>
<b>h</b>	Faint or see someone faint	Book an appointment with the maternity clinic	<b>x</b>
<b>i</b>	Pregnancy	Buy the medication from the pharmacy with prescription	<b>y</b>
<b>j</b>	Get a doctor's prescription	Book appointment at the specialised hospital	<b>z</b>
<b>k</b>	Receive the bill containing your own share of the payment for the treatment		

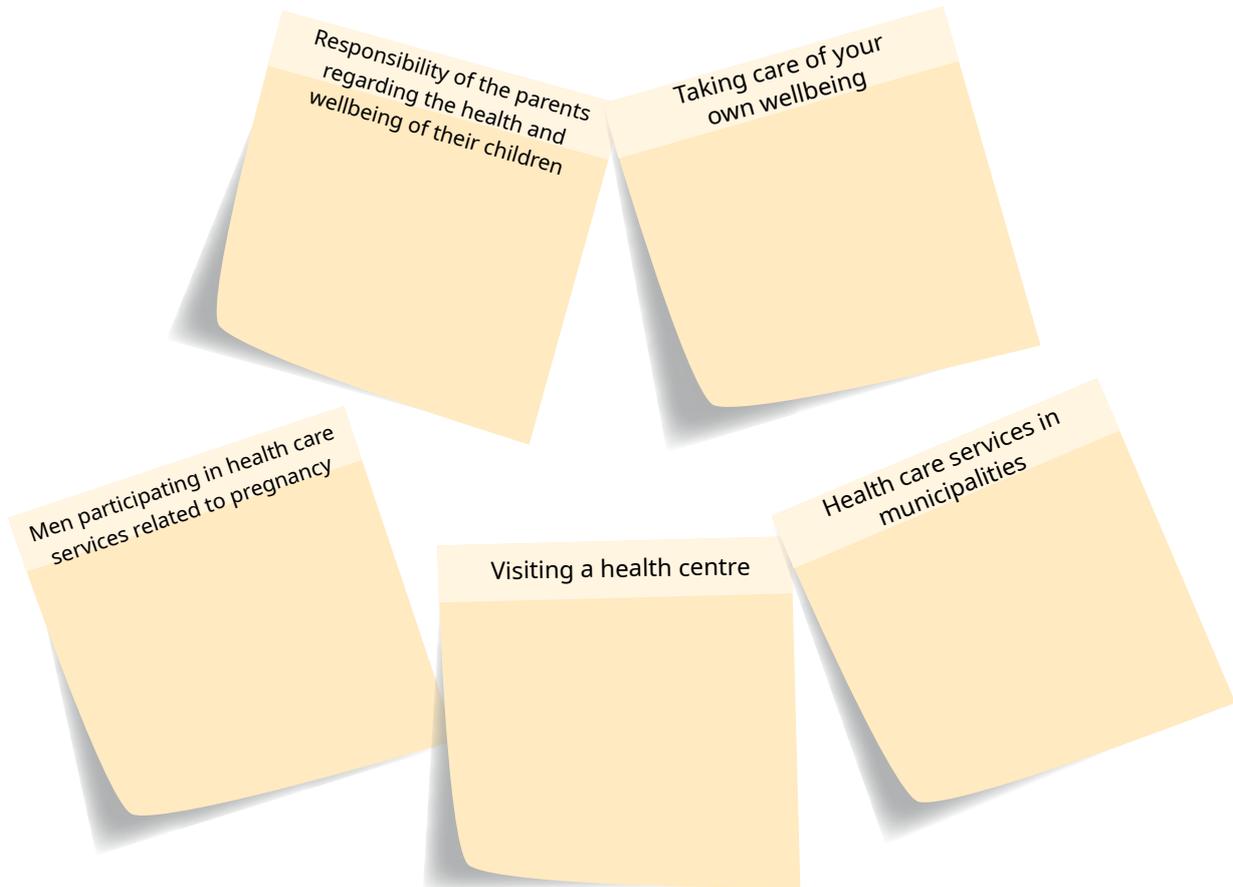
2. When you are at the health centre, you need to do certain steps in proper order; this way you can be sure that things go smoothly for you and for the health centre staff. These steps can be found below, let's try to arrange them.

Go to the health centre	<b>Step 2</b>
When the number is on the screen or when it is called, go to the desk and present your identity card or Kela card	<b>Step ____</b>
Wait until the number on the ticket appears on the screen or the number is called	<b>Step ____</b>
Take identity card or Kela card with you	<b>Step ____</b>
Get a ticket that has a number on it	<b>Step ____</b>
Follow the nurse's directions	<b>Step ____</b>



- If you have doubts about your health, call or visit a health professional and ask.
- When you go to the health centre, always take your Kela card with you.

3. Discuss in groups or with the instructor about the points found on the post-it notes. Summarise the main ideas of each topic.



**Bonus task!**

Let's watch a video about what to do at the health centre. The video can be found at the lesson page [mof.fi/sections/welfare/en](https://mof.fi/sections/welfare/en) or by scanning the QR code.



- Everyone is responsible for their own health and wellbeing. Taking care of the health and wellbeing of your children is a parental responsibility.
- Health professionals are bound to confidentiality; be honest about your health.

# Social security

Let's read the text about social security and answer the questions.

---

As a municipal resident you have the right to social security in Finland. This includes different social services and social benefits in different life situations. The Social Insurance Institution of Finland, Kela, provides services to all municipal residents in matters related to social security.

The immigrant has the right to apply for the membership for the Finnish social security system. The application must be filled out at the local Kela office. After approval of the membership the immigrant will receive a personal social security card which enables him or her to apply for and receive social benefits. The benefits include e.g. family, study, unemployment, disability and retirement pension benefits. Kela's benefits are applied for personally and they are always paid to the applicant's personal bank account.

Information on social benefits is available at your local Kela office and at the municipality's social welfare office, as well as on Kela's internet pages. Many municipalities organise information events about municipal services and social benefits for the new immigrants. In order to receive substantial information, it is important that the immigrant attends these events. Organisations working with immigrants, and immigrants who have lived in Finland for a long time, can also assist new immigrants in matters regarding daily life and social services.

---

1. Name two types of benefits included in the social security system.  

---
2. If you are unemployed, are the unemployment benefits paid to your bank account or to that of your spouse?  

---
3. What does the Kela card enable you to do?  

---
4. What do you have to do in order to receive a Kela card?  

---
5. Kela's web address is [www.kela.fi](http://www.kela.fi), is it the only source to receive information?  

---
6. Social security benefits are meant to support persons in vulnerable life situations. Can you mention some of these situations? When would there be no need for social benefits in your opinion?  

---



- Social benefits ensure a minimum standard of living during challenging life situations, and support the person in overcoming these challenging life situations. Social benefits are not to be used throughout all your life.
- If you have questions about social security, visit [kela.fi](http://kela.fi) or your local Kela office.

# Social security benefits

Immigrants receive social security benefits based on the same criteria as Finns.

An unemployed job seeker must actively seek jobs and participate in the activities agreed in the immigrant's integration plan with the Employment Office. In that case, the immigrant receives unemployment benefit.

A person who is not able to work because of a chronological illness, an injury, pregnancy, or some other reason, applies for benefits related to his/her condition. An immigrant who is at least 65 years old and has been living in Finland for a minimum of three years can receive old-age pension.

Finland offers also income support to ensure that people can live a decent life regardless of their life situation. Income support is the last benefit. This means that it is only paid if the person cannot get any other income or benefits, or if the other benefits do not cover the necessary expenses. The amount of income support decreases if the person starts receiving a salary or other benefits granted by Kela.

1. What is an unemployed immigrant expected to do in Finland?

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2. Link the first part of the sentence with the corresponding second part.

<b>a</b>	An unemployed immigrant must	applies for benefits related to his/her condition	<b>w</b>
<b>b</b>	Income support is	if the person starts receiving salary	<b>x</b>
<b>c</b>	A person who is not able to work	actively seeks jobs	<b>y</b>
<b>d</b>	Income support decreases	the last benefit	<b>z</b>

3. Now that you know about welfare in Finland, let's finish the module by looking at the cards below and finding out the role of each card. Discuss with your family or colleagues.



- An immigrant's most important social security benefit during the first years in Finland is the integration assistance.

# Answers

## Health care

1. The answers can be found on the following table.

a	b	c	d	e	f	g	h	i	j	k
z	t	v	t	u	s	s	s	x	y	w

2. The answers can be found on the following table.

Go to the health centre	Step 2
When the number is on the screen or when it is called, go to the desk and present your identity card or Kela card	Step 5
Wait until the number on the ticket appears on the screen or the number is called	Step 4
Take identity card or Kela card with you	Step 1
Get a ticket that has a number on it	Step 3
Follow the nurse's directions	Step 6

3. The answers can vary and can include the following points.

- **Responsibility of the parents regarding the health and wellbeing of their children:**  
In general the parents are responsible for overall health and wellbeing of their children. This includes nutrition, physical and mental health as well as making sure the children receive health care at the right time.
- **Taking care of your own wellbeing:**  
In general, everyone is responsible for taking care of their wellbeing and seeking help when needed. Social relations and an active lifestyle are encouraged, as it will enhance not just the integration but also the wellbeing. Wellbeing can mean physical and mental health, which can be boosted for example with good nutrition, physical exercise, and other ways that enhance your happiness, like meeting with friends and practicing hobbies. Find the ways that make you feel good.
- **Men participating in health care services related to pregnancy:**  
Generally in Finland men participate broadly in the family and actively take care of the children. This includes participating in antenatal health checks and in childbirth. It is important to familiarise yourself with the equality between men and women, and to be open for new practices.
- **Visiting a health centre:**  
When you are sick, book an appointment or visit or call the health centre. When visiting a health centre, remember to carry your identity card or your Kela card with you. It is also recommended to take with you all your personal health documents, if you have any. Follow the instructions given in the health centre. If you do not understand something, ask again from the health personnel. If you are prescribed medicine, visit the pharmacy.
- **Health care services in municipalities:**  
As a municipality resident in Finland, you have right to use the municipality health care services. Health centres are closed during the evenings and weekends. During these times you need to visit emergency health care centres. Familiarize yourself with your local services, know their working hours and whom to contact outside these working hours and during emergencies.

## Social security

1. The benefits include e.g. family, study, unemployment, disability and retirement pension benefits.
2. Benefits are always paid to the applicant's personal bank account.
3. The Kela card enables you to apply for and receive social benefits.
4. In order to receive a Kela card, you have to be a member of the Finnish social security system.
5. Information can also be obtained from the Kela office, however the Kela website is the fastest and most convenient way to find the information you are looking for.
6. Examples include unemployment, sudden illness or studies. Social benefits are always applied personally. Social benefits are not to be used throughout all your life, as they aim to support you in overcoming challenging life situations. When a person starts working, finishes studying or does not have any obstacles to return back to work, such as illness, there is no longer a need for social benefits. Discuss about your own situation with your local social service counsellor or Kela staff.

## Social security benefits

1. An unemployed job seeker must actively seek jobs and participate in the activities agreed in the immigrant's integration plan with the Employment Office.

2. The answers can be found on the following table.

a	b	c	d
y	z	w	x

3. Card "a" is the Kela card; take it with you when you go to the health centre. Card "b" is the European healthcare card; take it with you when you are within Europe and outside Finland. The card "c" is an identity card; take it with you whenever you need to prove your identity. Card "d" is your residence permit; take it with you when you travel outside Finland. Note that your residence permit is not a valid identity document, which is why you need an identity card when you need to prove your identity.



# Language

**Introduction to Finnish**



How do I greet others in Finnish? How can I count to ten? In this chapter, you will learn about these and more.

**In this module, you will learn about:**

- Alphabet
- Greetings
- Days
- Numbers
- Food
- Colours
- Clothes
- Body parts
- Family members

Read about this module at  
[mof.fi/sections/language/en](https://mof.fi/sections/language/en)  
or scan the QR code below

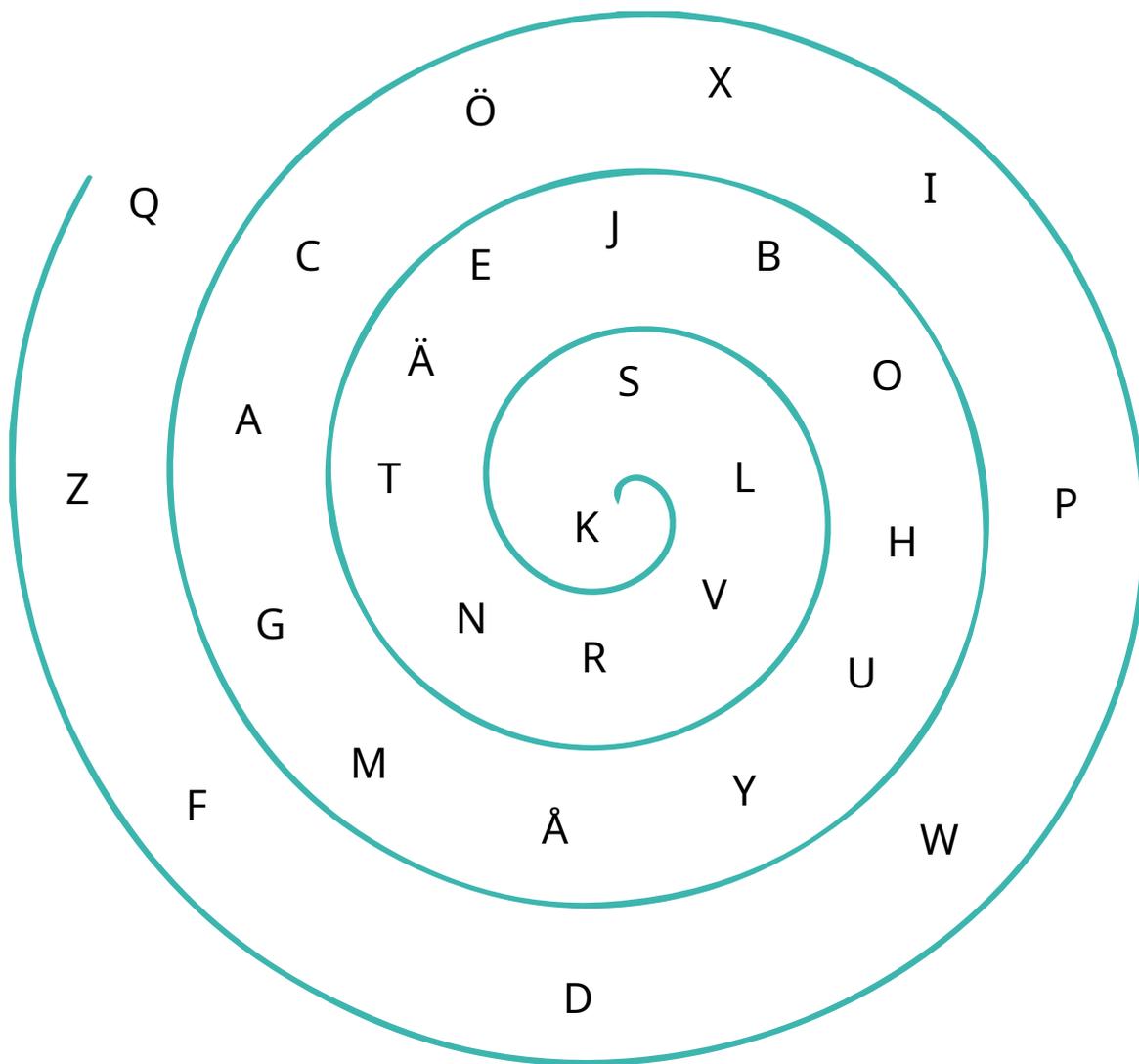


Find this module online at  
[mof.fi/exercises/language/en](https://mof.fi/exercises/language/en)  
or scan the QR code below



# Exercises

1. Sort the letters in the correct order.



A	B	C	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	Ä	Ö	

2. Mark which one is longer.

PALO	<	PALLO
RAAHAAN	>	RAHAN
TULI		TULLI
TULI		TUULI
VÄÄRIN		VÄRI
VÄÄRIIN		VÄÄRIN
LAATIKON		LAATIKKOON
PÄÄTY		PÄÄTTY
PÄÄTTY		PÄÄTTY
TULEE		TUULEE
TULLEE		TULEE
ETU		EETU

3. Sort the words in the correct group.

pouta | pöytä | syöjä | suoja | suoda | syödä | kylmä | kulma

ä, ö, y + e, i	a, o, u + e, i
käyrä	kaura
hylly	hullu

4. What nationality are you?

	suomi	+	lainen	=	suomalainen
	ranska	+	lainen	=	ranskalainen
	tunisia	+	lainen	=	tunisialainen
	_____	+	lainen	=	_____

5. What language do you speak?

Puhun	suomea
Puhun	ranskaa
Puhun	tamazightia
Puhun	_____

6. Connect the correct greetings.

Moi!	Hei!
Hei!	Ole hyvä!
Kiitos!	Moi!
Anteeksi!	Samoin!
Hei hei!	Minä olen Sam. Hauska tavata Linda!
Mitä kuuluu?	Kiitos hyvää!
Minä olen Linda. Kuka sinä olet?	Ei se mitään.
Hauska tavata!	Hei hei!
Tervetuloa!	Kiitos!

7. Write the word in the correct space.

	maanantai								
<b>44</b>		1	2	3	4	5	6		
<b>45</b>	7	8	9	10	11	12	13		
<b>46</b>	14	15	16	17	18	19	20		
<b>47</b>	21	22	23	24	25	26	27		
<b>48</b>	28	29	30	31					

lauantai

keskiviikko

tiistai

viikko

perjantai

sunnuntai

torstai

eilen

huomenna

yö

päivä

ilta

hyvää iltaa

hyvää päivää

hyvää yötä

23	tänään	24	25
----	--------	----	----

8.00	aamu	Hyvää huomentai!
13.00		
18.00		
22.00		

8. Look for the numbers.

yhdeksän	kymmenen	kahdeksan	kaksi	seitsemän
viisi	yksi	neljä	kolme	kuusi

SANA				
				S
	S		A	
S	A	N	A	
N	A	N	A	S
S	N	N		
	A		A	
	S			S

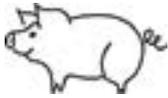
V	I	I	S	I	L	H	K	N	E
F	O	S	E	K	Ä	K	Y	A	Z
Y	E	K	I	G	U	O	M	S	A
H	S	A	T	U	Q	L	M	K	A
D	Y	K	S	I	A	M	E	E	M
E	R	I	E	I	L	E	N	D	U
K	J	V	M	O	I	N	E	H	E
S	Ö	L	Ä	J	L	E	N	A	U
Ä	N	E	N	Ä	K	E	W	K	R
N	A	J	E	L	I	N	A	Å	O

1	yksi
2	kaksi
3	
4	
5	
6	
7	
8	
9	
10	



11	12	13	14	15
yksitoista	kaksitoista	kolmetoista	neljätoista	viisitoista
16	17	18	19	20
kuusitoista	seitsemäntoista	kahdeksantoista	yhdeksäntoista	kaksikymmentä
30	40	41	100	130
kolmekymmentä	neljäkymmentä	neljäkymmentäyksi	sata	satakolmekymmentä

9. Connect each word with the equivalent picture.

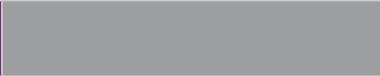
sokeri		kahvi	
omena		banaani	
leipä		suola	
vesi		sieni	
mehu		sika	
muna		kala	
tomaatti		lammas	
maissi		nauta	
kurkku		mansikka	
kana		öljy	

jäätelö		tee	
maito		riisi	
viinirypäle		pippuri	
ketsuppi		pasta	
limu		voi	
juusto		sipuli	
appelsiini		porkkana	

10. How much does it cost?

	3	_____ maksaa _____ euroa.
	2	_____ maksaa _____ euroa.
	?	_____ maksaa _____ euroa.
?	?	_____ maksaa _____ euroa.

11. What colour?

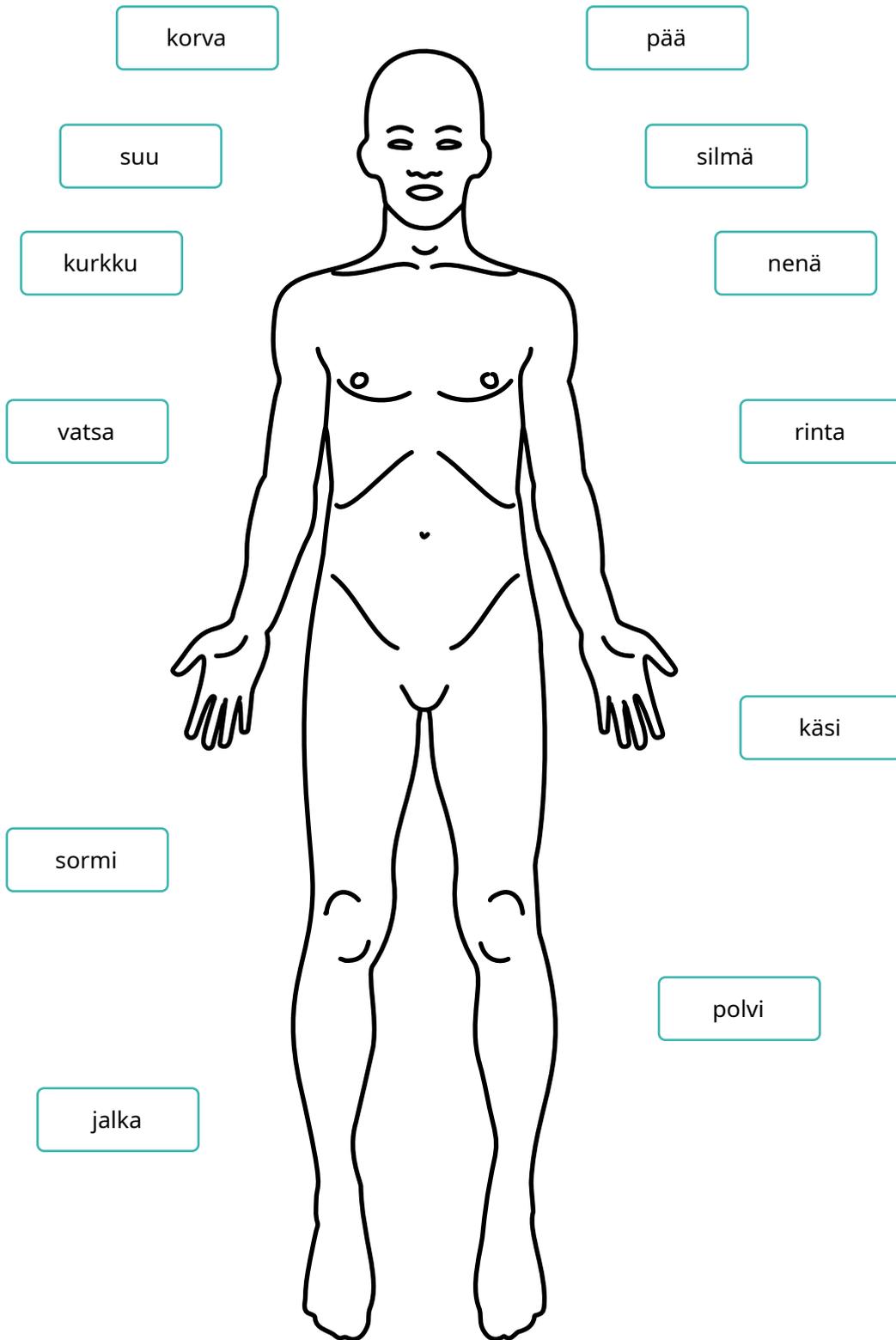
		
Punainen	Vihreä	Sininen
Red		
		
Keltainen	Valkoinen	Musta
		
Oranssi	Violetti	Harmaa
		
Vaaleanpunainen	Ruskea	Monivärinen

12. Write the word in the correct space.

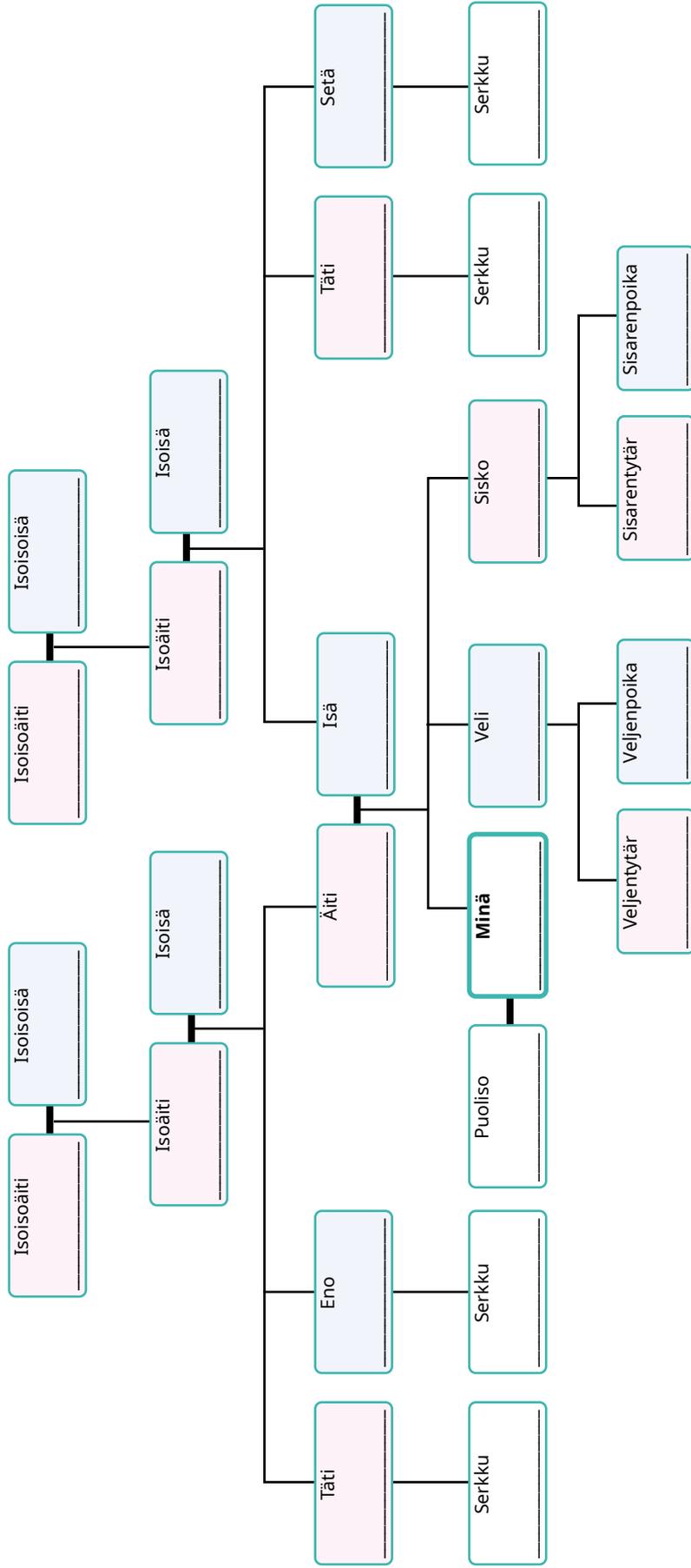
				
hattu				
				
				
				

laukku	huivi	mekko	housut	sateenvarjo
silmälasit	saappaat	aluspaita	hame	henkari
takki	sukka	käsineet	alushousut	kaulaliina
hattu	paita	kravatti	pipo	kengät

13. Connect the words with the correct body parts.



14. Who are you?



# Answers

1.

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	Ä	Å	Ö	

2.

PALO	<	PALLO
RAAHAAN	>	RAHAN
TULI	<	TULLI
TULI	<	TUULI
VÄÄRIN	>	VÄRI
VÄÄRIIN	>	VÄÄRIN
LAATIKON	<	LAATIKKOON
PÄÄTY	<	PÄÄTTY
PÄÄTTY	<	PÄÄTTY
TULEE	<	TUULEE
TULLEE	>	TULEE
ETU	<	EETU

3.

<b>ä, ö, y + e, i</b>	<b>a, o, u + e, i</b>
käyrä	kaura
hylly	hullu
pöytä	pouta
syöjä	suoja
syödä	suoda
kylmä	kulma

6.

Moi!	Hei!
Hei!	Ole hyvä!
Kiitos!	Moi!
Anteeksi!	Samoin!
Hei hei!	Minä olen Sam. Hauska tavata Linda!
Mitä kuuluu?	Kiitos hyvää!
Minä olen Linda. Kuka sinä olet?	Ei se mitään.
Hauska tavata!	Hei hei!
Tervetuloa!	Kiitos!

7.

viikko	maanantai	tiistai	keskiviikko	torstai	perjantai	lauantai	sunnuntai
<b>44</b>		1	2	3	4	5	6
<b>45</b>	7	8	9	10	11	12	13
<b>46</b>	14	15	16	17	18	19	20
<b>47</b>	21	22	23	24	25	26	27
<b>48</b>	28	29	30	31			

eilen	tänään	huomenna
23	24	25

8.00	aamu	Hyvää huomenta!
13.00	iltapäivä	Hyvää iltapäivää
18.00	ilta	Hyvää iltaa!
22.00	yö	Hyvää yötä!

8.

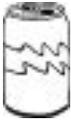
V	I	I	S	I	L	H	K	N	E
F	O	S	E	K	Ä	K	Y	A	Z
Y	E	K	I	G	U	O	M	S	A
H	S	A	T	U	Q	L	M	K	A
D	Y	K	S	I	A	M	E	E	M
E	R	I	E	I	L	E	N	D	U
K	J	V	M	O	I	N	E	H	E
S	Ö	L	Ä	J	L	E	N	A	U
Ä	N	E	N	Ä	K	E	W	K	R
N	A	J	E	L	I	N	A	Å	O

1	yksi
2	kaksi
3	kolme
4	neljä
5	viisi
6	kuusi
7	seitsemän
8	kahdeksan
9	yhdeksän
10	kymmenen

9.

sokeri	
omena	
leipä	
vesi	
mehu	
muna	
tomaatti	
maissi	
kurkku	
kana	

kahvi	
banaani	
suola	
sieni	
sika	
kala	
lammas	
nauta	
mansikka	
öljy	

jäätelö		tee	
maito		riisi	
viinirypäle		pippuri	
ketsuppi		pasta	
limu		voi	
juusto		sipuli	
appelsiini		porkkana	

10.

	3	Mehu maksaa kolme euroa.
	2	Banaani maksaa kaksi euroa.
	?	Porkkana maksaa _____ euroa.
?	?	_____ maksaa _____ euroa.

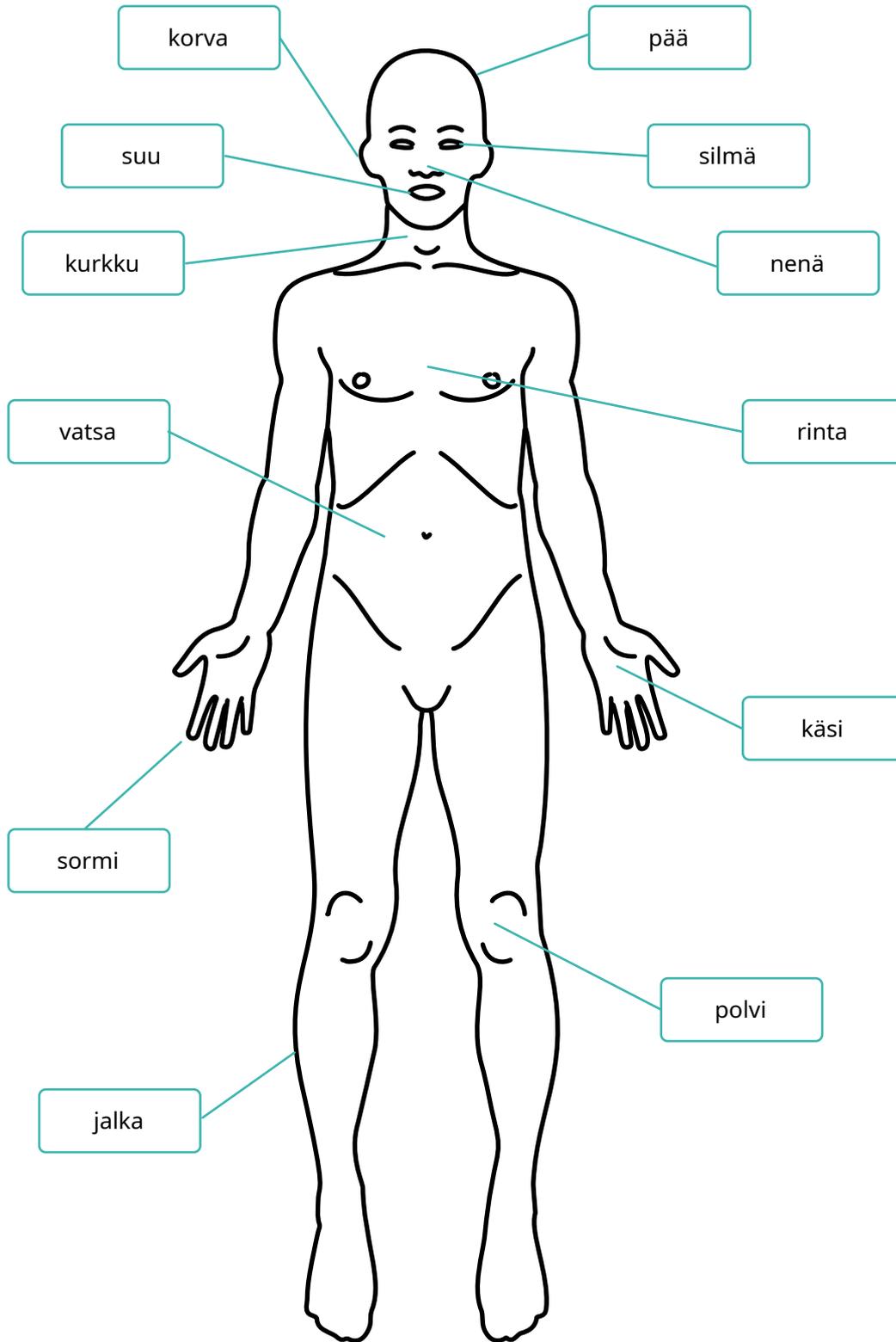
11.

Punainen	Vihreä	Sininen
Red	Green	Blue
Keltainen	Valkoinen	Musta
Yellow	White	Black
Oranssi	Violetti	Harmaa
Orange	Purple	Grey
Vaaleanpunainen	Ruskea	Monivärinen
Pink	Brown	Multicoloured

12.

				
hattu	huivi	henkari	hame	sateenvarjo
				
takki	aluspaita	kaulaliina	alushousut	kravatti
				
saappaat	pipo	housut	kengät	paita
				
sukka	käsineet	laukku	silmälasit	mekko

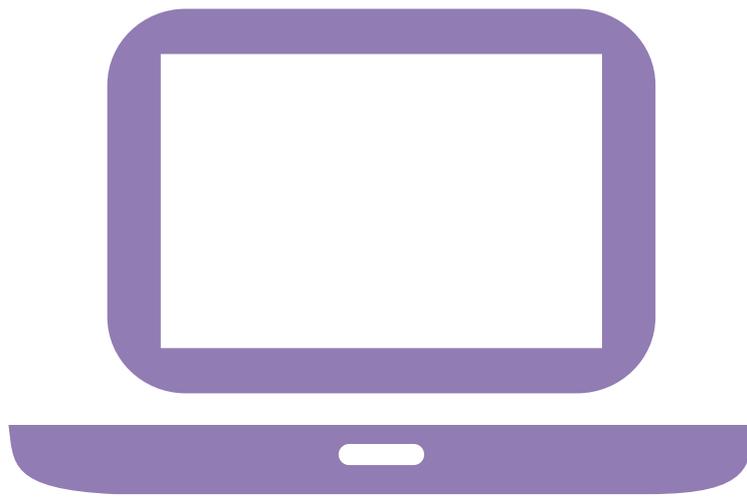
13.





# Links

**More useful websites to visit**



This module contains links to certain websites that may be useful to you. Have a look and see if you find something interesting to read or a suitable activity that you can do.

**In this module, you will learn about:**

- Links to useful websites
- Contact information of useful organisations

Read about this module at  
[mof.fi/sections/links/en](https://mof.fi/sections/links/en)  
or scan the QR code below



Find this module online at  
[mof.fi/exercises/links/en](https://mof.fi/exercises/links/en)  
or scan the QR code below



# Public services and information about Finland

<p><b>EnterFinland</b> <a href="http://www.enterfinland.fi">www.enterfinland.fi</a></p>	<p>EnterFinland is the online service of the Finnish Immigration Service. On EnterFinland you can apply for residence permits and citizenship.</p>	
<p><b>InfoFinland</b> <a href="http://www.infofinland.fi">www.infofinland.fi</a></p>	<p>InfoFinland is a service providing information for immigrants in Finland in multiple languages.</p>	
<p><b>Kela</b> <a href="http://www.kela.fi">www.kela.fi</a></p>	<p>Kela is the organisation responsible for social insurance in Finland. On the website of Kela, you can apply for unemployment benefits among other.</p>	
<p><b>Maahanmuuttovirasto</b> <a href="http://www.migri.fi">www.migri.fi</a></p>	<p>The Finnish Immigration Service is the organisation responsible for deciding about residence and citizenship among other.</p>	
<p><b>Perustietoa Suomesta -opas</b> <a href="http://www.tem.fi/perustietoa-suomesta">www.tem.fi/perustietoa-suomesta</a></p>	<p>The Welcome to Finland guide.</p>	
<p><b>Matkahuolto</b> <a href="http://www.matkahuolto.fi">www.matkahuolto.fi</a></p>	<p>Matkahuolto is one of the options that you can use to book long-distance bus tickets.</p>	

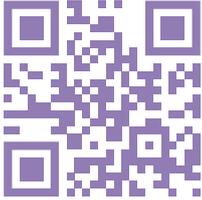
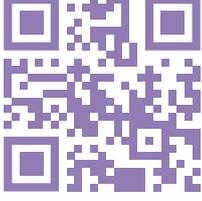
<p><b>Poliisi</b> <a href="http://www.poliisi.fi">www.poliisi.fi</a></p>	<p>The Finnish Police issues identity documents. The police can also be contacted in case a crime has been committed.</p>	
<p><b>Posti</b> <a href="http://www.posti.fi">www.posti.fi</a></p>	<p>On the website of Posti, you can find out about the services that the Finnish Postal Service offers.</p>	
<p><b>Traficom</b> <a href="http://www.traficom.fi">www.traficom.fi</a></p>	<p>Traficom is the agency that regulates transportation in Finland. It provides you with information about driving licenses.</p>	
<p><b>Digi- ja väestötietovirasto</b> <a href="http://www.dvv.fi/en/individuals">www.dvv.fi/en/individuals</a></p>	<p>The Digital and Population Data Services Agency is responsible for registering personal information and information related to marriage, divorce, name corrections, and addresses.</p>	
<p><b>Verohallinto</b> <a href="http://www.vero.fi">www.vero.fi</a></p>	<p>On the website of the Tax Administration, you can have a tax card and check your tax-related information.</p>	
<p><b>VR</b> <a href="http://www.vr.fi">www.vr.fi</a></p>	<p>On the website of VR, you can buy train tickets among other.</p>	

## Employment and education

<p><b>Suomen Ammattiliittojen Keskusjärjestö SAK: Employee rights advisory service</b></p> <p><a href="http://www.sak.fi/en/working-life/immigrants">www.sak.fi/en/working-life/immigrants</a></p>	<p>The SAK employee rights advisory service for immigrants helps employees of foreign origin with questions about employment.</p>	
<p><b>Opetushallitus</b></p> <p><a href="http://www.opetushallitus.fi">www.opetushallitus.fi</a></p>	<p>The Finnish National Agency for Education is responsible for developing education and training, early childhood education and care and lifelong learning, as well as for promoting internationalisation. The Finnish National Agency for Education shares the education related responsibilities with the Ministry of Education and Culture.</p>	
<p><b>Opintopolku</b></p> <p><a href="http://www.opintopolku.fi">www.opintopolku.fi</a></p>	<p>This website provides information about different education possibilities.</p>	
<p><b>TE-palvelut</b></p> <p><a href="http://www.te-palvelut.fi">www.te-palvelut.fi</a></p>	<p>The Employment and Economic Development Offices offer this website to look for work and update your employment-related information.</p>	

## Wellbeing and rights

<p><b>Kanta</b> <a href="http://www.kanta.fi">www.kanta.fi</a></p>	<p>Kanta provides you with information about your health records.</p>	
<p><b>Kuurojen liitto</b> <a href="http://www.kuurojenliitto.fi">www.kuurojenliitto.fi</a></p>	<p>The Finnish association of the Deaf advocates for equal opportunities for deaf people.</p>	
<p><b>Kynnys</b> <a href="http://www.kynnys.fi">www.kynnys.fi</a></p>	<p>Kynnys promotes the rights of people with disabilities.</p>	
<p><b>Lyömätön Linja</b> <a href="http://www.miessakit.fi/en/frontpage/lyomaton-linja-in-english/">www.miessakit.fi/en/frontpage/lyomaton-linja-in-english/</a></p>	<p>Provides information for men and women about the prevention of domestic violence.</p>	
<p><b>Näkövammaisten liitto</b> <a href="http://www.nkl.fi">www.nkl.fi</a></p>	<p>An organisation that provides services and works for the rights of the visually impaired</p>	
<p><b>Pakolaisneuvonta</b> <a href="http://www.pakolaisneuvonta.fi">www.pakolaisneuvonta.fi</a></p>	<p>An organisation that provides legal counselling for refugees, asylum seekers, and migrants.</p>	
<p><b>Pro-tukipiste</b> <a href="http://www.pro-tukipiste.fi">www.pro-tukipiste.fi</a></p>	<p>An organisation that provides information and support for victims of human trafficking, among others.</p>	

<p><b>Riku</b></p> <p><a href="http://www.riku.fi">www.riku.fi</a></p>	<p>An organisation that provides support for victims of crime.</p>	
<p><b>Seta</b></p> <p><a href="http://www.seta.fi">www.seta.fi</a></p>	<p>Seta is an organisation working for the equality of people regardless of their sexual orientation or gender identity.</p>	
<p><b>Transtukipiste</b></p> <p><a href="http://www.transtukipiste.fi">www.transtukipiste.fi</a></p>	<p>The Transgender Support Center offers counselling and support for transgender persons among other.</p>	
<p><b>Turvakotipalvelut</b></p> <p><a href="http://www.turvakodit.fi">www.turvakodit.fi</a></p>	<p>In case of domestic violence or acute situations, turvakotipalvelut offers a safe house for the victims.</p>	
<p><b>Tukinainen</b></p> <p><a href="http://www.tukinainen.fi">www.tukinainen.fi</a></p>	<p>Provides support for victims of sexual violence.</p>	
<p><b>Families, children, and youth</b></p>		
<p><b>Allianssi</b></p> <p><a href="http://www.alli.fi">www.alli.fi</a></p>	<p>Provides information on youth, youth rights, and organises events among other.</p>	
<p><b>Mannerheimin Lastensuojeluliitto</b></p> <p><a href="http://www.mll.fi">www.mll.fi</a></p>	<p>Provides information and services for youth, children, and parents. Has local branches in multiple cities.</p>	

<p><b>Pelastakaa Lapset</b> <a href="http://www.pelastakaalapset.fi">www.pelastakaalapset.fi</a></p>	<p>Provides information on children rights.</p>	
<p><b>Tyttöjen talo</b> <a href="http://www.tyttojentalo.fi">www.tyttojentalo.fi</a></p>	<p>With this organisation, girls between 10 and 29 can receive support and engage in activities with other like-minded girls. The organisation has branches all over the country.</p>	
<p><b>Väestöliitto</b> <a href="http://www.vaestoliitto.fi">www.vaestoliitto.fi</a></p>	<p>Provides information about families, family relationships and sexuality, among other.</p>	
<p><b>Other</b></p>		
<p><b>Monika-Naiset</b> <a href="http://www.monikanaiset.fi">www.monikanaiset.fi</a></p>	<p>Provides services and information especially for migrant women. They have also online-based services.</p>	
<p><b>Pakolaisapu</b> <a href="http://www.pakolaisapu.fi">www.pakolaisapu.fi</a></p>	<p>Provides information and activities for refugees. Ask if they are active in your area.</p>	
<p><b>Suomen Punainen Risti</b> <a href="http://www.punainenristi.fi">www.punainenristi.fi</a></p>	<p>Provides immigrant-friendly services across Finland. Search whether they have a local branch providing activities in your area.</p>	



