



Checklist

We hope that your stay in Finland will be most satisfying and successful! We are providing this checklist to help you remember all the items that if left undone may become bothersome later.

Before arrival to Finland, I have

- participated in the **Fulbright Finland Foundation Pre-Arrival Webinar**/listened to the **recording** and read through the FFF Orientation [Guide](#)
- marked all **dates** and **deadlines** received from FFF in my calendar (no reminders will be sent by FFF)
- confirmed with my host the **exact and final dates** of my visit and sent the dates to the FFF (not relevant to degree students)
- submitted the Finnish [residence permit](#) application – at least two to three months lead time
- acquired a **marriage certificate** and **children's birth certificates**, incl. **notary seal** and an [apostille](#) (if you are bringing your family)
- acquired a [recommendation letter from my US bank](#) (sometimes asked when opening a bank account in Finland "customer in good standing")
- applied for school or daycare [placement](#) in Finland for my children (if applicable)
- submitted **Medical Form to IIE or IREX (U.S. Teachers)** for medical clearance according to their instructions
- filled in/signed and sent** the following documents to FFF:
 - FFF Grant Authorization (not for teachers)
 - IREX Grant Authorization and the Fulbright Finland Foundation Program Requirements (teachers only)
 - [Fact Sheet](#) (*word format*)
 - Photo
 - Travel and Bank Information [Form](#)
 - Copy of the Residence Permit Card (both sides)
- begun to look for [housing](#) (U.S. students, teachers, and MCPDs) / discussed my family's housing needs with my host (scholars)
- signed-up for the FFF Arrival Orientation (for August and January arrivals)
- begun to learn some [Finnish language](#) and to read about the country and culture. Potentially considered Finnish summer schools on language, culture, and society for international visitors.
- joined the FFF Facebook group created for U.S. Fulbrighters of my academic year (optional)
- booked my flights (**teachers only**: note the [Fly America Act](#) and follow IREX guidelines)

- discussed** my **agenda and plans** for Fulbright term with my host well before arrival in Finland, and covered the following topics, for example, in a video call:

Scholars and Teachers

- expectations** my host and I have for my Fulbright term
- create a concrete work plan and time frame
- discuss the courses I will be teaching or taking (teachers) and discussed the availability of reading materials I wish to use in my classroom in Finland. I have made the arrangements to acquire them if applicable
- determined if I need to apply for ethical approval or access to research data relevant to my project
- found out possible host institution's administrative requirements and their deadlines
- contacted my host university's **International Staff Services** for advice on university specific and local questions

"The suggestion to be in early and frequent communication with your host/institution can't be reiterated enough. They may or may not really remember what you wrote in your Fulbright application, and even if they do, you may not be interpreting those words in the same way. Don't assume anything!"
- U.S. Fulbright Fellow 2016-2017 -

Student researchers

- what **expectations** I have for my Fulbright term and what my hosts' expectations are
- create a concrete work plan and time frame
- determined if I need to apply for ethical approval or access to research data relevant to my project (usually process needs to be started already while in the U.S.)
- found out possible host institution's administrative requirements (incl. registration) and their deadlines (can be before your arrival to Finland)
- found out what my host university's procedures and deadlines are in relation to registration, international student orientations, class registration, and student union membership

Degree students

- found out what my host university's procedures and deadlines are in relation to registration, international student orientations, class registration, student union membership

NB! Between June and August it is difficult to reach university faculty and staff in Finland

- read the instructions on [taxation](#) on the FFF Orientation Guide and IIE portal and **discussed the topic with my host institution and my home institution's** tax specialist/my accountant/IRS.
- made sure that I and my family members have adequate [insurance](#) coverage for the Fulbright term
- printed out the ASPE supplemental accident and sickness benefit card after receiving instructions from FFF, IIE or IREX

- read through the list on [what to bring to Finland](#)
- read about [Loan Deferment](#) (student grantees)
- familiarized myself with the [Fulbright Buddy program](#) and [Welcome Network](#) and taken use of them after receiving information from FFF
- considered if I wish to print new business cards for Finland to include the Fulbright status (Fulbright U.S. Student Program grantees use Fulbright Student or Fulbright Fellow)
- completed the Smart Traveler Enrollment Program (STEP) [registration](#) on the Department of State's website
- ensured that all my important documents are available electronically via email or storage drive in case I lose hard copies

Upon arrival in Finland, I have

- informed FFF about my arrival
- registered at the local register [office](#) (optional, often required for opening a bank account in Finland) and filled out the notice of [move](#) form
- opened a bank [account](#) (optional for teachers) and submitted my local contact and bank information with the "Contact and Bank Information" [form](#) to FFF and EDUFI (for Fulbright-EDUFI Fellows)
- made sure I have a working [phone](#) in Finland (FFF needs to be able to call you in emergency)
- contacted my host and taken the measures required by my host institution upon arrival
- located the nearest emergency room and medical center and noted their out their opening hours
- made sure my housing related matters are in order, such as internet connection, electricity and home insurance, etc.
- participated in my host institution's orientation events
- obtained library card, visited the tourist office for local information, and purchased a public transportation pass

Before departing Finland, I have

- submitted final [report](#) and photos to FFF, IIE and IREX
- closed my bank account **after receiving all reimbursements and deposits**
- closed all the contracts made in Finland
- [notified](#) the authorities of my new address
- stopped by at the FFF office, if possible (agree on a time beforehand)
- notified my housing manager of my departure
- learned how to become an active member of the Friends of Fulbright Finland Alumni group