

## KAJAANI UNIVERSITY OF APPLIED SCIENCES

### Important information for students from non-European countries – READ CAREFULLY!

After you have received the Notice of Admission from Kajaani University of Applied Sciences, you must carefully complete the following:

- 1) **Start the visa application process immediately.** It might take weeks or even months to get a visa, so contact the nearest Finnish Embassy to find out the visa requirements. In order to ensure the smooth and fast processing of your visa application, it is important that the application is filled in with care and all the needed appendices are attached. Insufficient information will delay processing and the actual decision. Further information:
  - Finnish Embassies abroad: [www.formin.fi](http://www.formin.fi)
  - Finnish Immigration Service: [www.migri.fi](http://www.migri.fi)

Please note that Kajaani UAS cannot influence the Embassy's decisions. **All students must arrive in Kajaani by 15<sup>th</sup> September** to be able to keep up with the studies. If this date is not possible for you, contact the International Study Office as soon as possible.

- 2) **Apply for accommodation in Kajaani. Please note that Kajaani UAS does not arrange accommodation.** Most students live in student accommodation which is the easiest and often also the cheapest solution. Student accommodation is offered by a company called Kiinteistö Oy Kajaanin Pietari, and you can apply for accommodation online at [www.kajaaninpietari.fi](http://www.kajaaninpietari.fi). Please note that due to summer holidays and large number of students applying for apartments at the same time, they may not be able to answer immediately even though the application has been received.

There are different kinds of student accommodation available. The easiest option for first year students is shared student accommodation where 3-5 students share one apartment, all having rooms on their own but sharing kitchen and bathroom. This type of accommodation has furniture (bed, chair, table, cupboard) and is available on campus (address: Ketunpolku 5, Kajaani) or in Lohtaja (address: Kaikukatu 8, approximately 2 km from campus). The price is approximately 300 euros / month for one student.

Please find further details on the apartments

<http://www.kajaaninpietari.fi/en/node/2955> (District: Palokangas, Ketunpolku 5)  
<http://www.kajaaninpietari.fi/en/node/2860> > Shared apartments (District: Lohtaja, Kaikukatu 8)

After your application has been processed, you will receive an accommodation offer by email with further details on the room offered to you. In order to keep the offered room, you will have to pay a deposit by a given deadline. If you do not pay the deposit, your room reservation will be cancelled and it will be difficult to find other accommodation. Submit your accommodation application as early as possible even if you are not yet sure of the visa. It is better to cancel your application if you are unable to come than to be left without anywhere to live.

Always **check with the Student Accommodation Office (Kajaanin Pietari) that you have an apartment before leaving your country**. Unless you have a room reserved in Kajaani on arrival, you will have to stay in a hotel until you have found an apartment. Please note that Kajaani UAS cannot offer any kind of temporary accommodation.

Please find further details on accommodation from

- Guide for International Students (enclosed) and
- from our web pages: <http://www.kamk.fi/en/Internationality/Exchange-students/Arrival-and-Living-in-Finland/Accommodation->

- 3) **Vaccination and Insurance – required documents**

It is required that all students provide the UAS Public Health Nurse with a certificate of vaccination (in English). The following vaccinations are usually required; polio (less than 10 years old), tetanus-diphtheria (less than 10 years old) and MPR x 2 (Measles-Parotitis-Rubella).

Any student who submits a residence permit application must attach details of their **comprehensive health insurance cover** to their application. Comprehensive insurance cover means insurance which includes the types of treatment and costs that are covered by municipal health care services and the health insurance system. It is a precondition for obtaining a residence permit that the student has valid health insurance cover with a reliable and solvent company or institution. Kajaani UAS has negotiated with **MARSH/SIP** a specific insurance solution for its international students. All information on the SIP packages can be found on the website [www.sipinsurance.eu](http://www.sipinsurance.eu).

- 4) Plan your **travelling arrangements**. After arriving in Helsinki, you can choose flight, train or bus from Helsinki to Kajaani.
- flight Helsinki-Kajaani: approx. 1 hour. Timetables and prices: [www.flybe.fi](http://www.flybe.fi)
  - train Helsinki-Kajaani: approx. 6-8 hours. Timetables and prices: [www.vr.fi](http://www.vr.fi)
  - bus Helsinki-Kajaani: approx 8-10 hours. Timetables and prices: [www.matkahuolto.fi](http://www.matkahuolto.fi)

The student discount is unfortunately not available before the studies have been started.

Inform the Student Union KAMO of your travelling arrangements (exact date and time when arriving in Kajaani) with the enclosed Notice of Arrival form by the given deadline. **Please note that there is no reception unless separately agreed and that we cannot guarantee reception before 26 August 2013. If you do not inform us when you will be arriving or change your plans without informing us, there will be no-one to meet you.**

- 5) **Arriving in Kajaani:** The reception arrangements are based on the **Notice of Arrival –form**. Unless we receive a properly filled-in form, it is not possible to be met on arrival.

According to the arrival time in Kajaani, we will arrange a taxi to meet you at the airport / railway station / bus station. If you arrive by train or bus, a tutoring student will meet you by the station and helps you all the way to the accommodation. If you arrive by plane, the taxi will take you to the accommodation where a student meets you. Be prepared to pay for the taxi yourself in both cases. It costs approx. 10 - 25 euros depending on where you arrive. Please note that there is no pick-up service available.

The taxi will take you to the address of your accommodation and the tutoring student will be there to give you your room keys. (Please note that unless your deposit has been paid and the room confirmed or if you are living outside the student accommodation, we will not be able to arrange the keys for you).

When travelling, do not forget to take the given **mobile phone numbers** with you so that you can inform us of any changes to your timetables. Also, the **address of your accommodation** is important.

6) **Living and Studying in Finland and in Kajaani**

You can find useful information about living and studying in Finland and in Kajaani in the internet:

For information on Finland, please see <http://virtual.finland.fi> and <http://www.expats-finland.com>.  
For information about Kajaani and the region, please see [www.visitkajaani.fi](http://www.visitkajaani.fi) and [www.kainuu.fi](http://www.kainuu.fi).

You can find further information and more links from our web pages [www.kamk.fi](http://www.kamk.fi) > English.

Please note that prices are relatively high in Finland and the estimated cost of living per month is 500-600 euros per student. It is not easy to find accommodation in the private market nor is it easy to find a part-time job in the area.