GUIDE FOR NEW STUDENTS
The Kuopio region is located in central Finland, in the province of North Savo. The region can be reached in less than an hour by air from Helsinki, the capital of Finland, and by road or rail the journey only takes a few hours. Kuopio is surrounded by lake Kallavesi.

Kuopio is the centre of commerce, whose wholesale and retail services cover the whole of Eastern Finland. There are many important administrative centres and institutions in Kuopio, for example University of Eastern Finland, Savonia University of Applied Sciences and the Orthodox Church Council of Finland.

Kuopio and the surrounding districts offer many interesting experiences throughout the year. Various museums provide an insight into the local heritage and way of life. You can admire the spectacular lakeland scenery from the Puijo Tower or you can go on a sightseeing tour by bus. There are special events, theatre and music, as well as many other opportunities for fun, relaxation and retreat.

In the Kuopio region you can meet the Finnish way of life that combines all the advantages of high-tech society with the vast expanses of unspoilt nature.

More information: [http://www.kuopio.fi](http://www.kuopio.fi)

Savonia University of Applied Sciences was established on August 1, 1992 as an interim University of Applied Sciences and its status became permanent on August 1, 1998. Savonia University of Applied Sciences comprises seven campuses located around the region of North Savo. These campuses are situated in towns of Kuopio, Varkaus and Iisalmi. Bachelor’s degrees are offered in six fields of study: Social Sciences, Business and Administration, Culture, Natural Resources and Environment, Tourism and Catering, Social Services, Health and Sports, Technology, Communication and Transport.

One of the strengths of Savonia University of Applied Sciences lies in its multi-disciplinary programmes. This concept provides Savonia University of Sciences with flexibility in designing its degree programmes to meet the requirements of working life. The professional skills of the personnel at Savonia University of Applied Sciences are based on academic training and practical work experience. The workrooms, laboratories, computer equipment, measuring and testing systems as well as the library and information services are of a high standard.

3 ENGINEERING AND TECHNOLOGY KUOPIO

The school has a long tradition of engineering education since 1883. The school has significant strengths in diversified engineering know-how and in excellent working cooperation with businesses, which enhances the expertise in key areas. Another strength is the up-to-date facilities and teaching equipment.

The school has also a vital role to play in the development of business activity in the local economic area and in the creation of the necessary infrastructure in support. In Kuopio’s own science park the school’s research and development operations focus on electronics, information and environmental technology.


The studies will start on 2nd September 2013.

4 BUSINESS AND ADMINISTRATION KUOPIO

Savonia University of Applied Sciences School of Business and Administration Kuopio has given education since 1887.

The International Trade Expert specialisation alternative enables you to take the full degree, Bachelor of Business Administration, BBA, in English. The studies deal with various aspects of international business. During your studies you will familiarise yourself with different cultures and your language skills will improve considerably. You will study in an international environment since your fellow students come from several different countries.

Opistotie Campus is a truly international one with students from all over the world. Furthermore, we also have numerous international partner institutions around the world, so you can widen your internationality with an exchange student period. Compulsory internship can also be completed abroad if you wish.

The studies will start on 2nd September 2013.

5 COMING TO STUDY AT SAVONIA UNIVERSITY OF APPLIED SCIENCES, FINLAND

DEGREE STUDENTS FROM OUTSIDE EEA/EU COUNTRIES

Please read carefully the following information about the visa, residence permit and financing your studies.

Visa and residence permit
If you come outside EEA/EU countries, remember to apply for a visa from the nearest Finnish embassy in your home country in good time before your departure.

More information is available: http://www.migri.fi/frontpage

Financing your studies
International students coming from outside the EEA and EU countries are required to prove that they have sufficient funds by depositing the sum of EUR 6720 (approx. USD 8720) yearly with a Finnish bank or with an international bank, with no conditions restricting the use of this account. A new deposit is required at the beginning of each academic year. Savonia University of Applied Sciences has no scholarship programmes and cannot therefore offer any financial aid for either Finnish or international students. International students must be able to finance their studies themselves or have a scholarship from their home countries or other sources.

Monthly costs for students are roughly estimated to be:
- Accommodation € 170 – 400
- Lunch at student canteens € 35 – 65
- Self-catering € 85 – 130
- Monthly bus ticket € 50
- Other expenses € 85 – 150

NOTICE! This estimate does not include social activities, travel or clothing. It has been estimated that an average Finnish student spends € 600 – 800 a month.

DEGREE STUDENTS FROM EEA/EU COUNTRIES

Please read carefully the following information about the visa and residence permit and financing your studies.

Visa and residence permit
Citizens of the EEA/EU countries do not need to apply for a visa or residence permit before arriving in the country, but if they stay for more than three months, they must apply for a residence permit in Finland within the three months through the local police station in Finland.
In order to obtain a residence permit for studying in Finland, an international student must generally bring the following documents:
- passport
- two passport-size photos
- a certificate of your registration at Savonia University of Applied Sciences
- proof of funding or scholarships to cover the study and living expenses in Finland.

Citizens of the Nordic countries do not need residence permits, visas or work permits.

**Financing your studies**
Savonia University of Applied Sciences has no scholarship programmes and cannot therefore offer any financial aid for either Finnish or international students. International students must be able to finance their studies themselves or have a scholarship from their home countries or other sources.

Monthly costs for students are roughly estimated to be:
- Accommodation € 170–400
- Lunch at student canteens € 35–65
- Self-catering € 85–130
- Monthly bus ticket € 50
- Other expenses € 85–150

**NOTICE!** This estimate does not include social activities, travel or clothing. It has been estimated that an average Finnish student spends € 600–800 a month.

6 **STUDENT UNION OF SAVONIA UNIVERSITY OF APPLIED SCIENCES (SAVOTTA)**

**The students make the Student Union**

SAVOTTA – The Student Union – is you! Every student at Savonia University of Applied Sciences can join as a member of the Student Union. The Union offers services, counselling and supervision of students interests locally and nationally. The Union provides its members many services such as: cafeSavotta and cafeSAVOTTAmicro, board games, yearly calendar etc. The Union also organizes student events, courses for student activists and of course get-together meetings and free time activities through the academic year.

The Student Union of Savonia University of Applied Sciences, known amongst friends as SAVOTTA, is a non-political service and support organisation for all students at Savonia University of Applied Sciences. The Student Union is an autonomic public corporation founded in accordance with the Finnish national legislation. According to the law, the Student Union is part of Savonia and its mission is to act on behalf of the students and as their representative.

The highest decision making body of the Union is the council of the representatives consisting of 12 annually amongst members of the Union elected students. The representatives elect the members of the Union’s executive board which consists of a the chair-of-board and 5–8 members, all appointed for a one-year term at a time.

At Savonia you will get a student card for free. The student card is student’s ID-card, library card and log in card to other services at Savonia. As a member of the Student Union the student card expands to national student ID-card which entitles you to a number of discounts during studies locally, regionally and nationally in Finland.

Currently the Union has over 4000 members. SAVOTTA works in close co-operation with the administration of Savonia UAS and develops education together with the working groups at Savonia. The Union nominates representatives to the board of Savonia UAS, Board of Study Grants and other working groups.

SAVOTTA is a member of SAMOK (Union of Students in Finnish Universities of Applied Sciences). In SAMOK our local student union has influence on national matters and the members of the executive board have access to the seminars provided by SAMOK. SAMOK is also our mouthpiece to the state administration and national organisations.

The Student Union is making it more fun, a little bit easier and less expensive to study and to be a student.

http://www.opiskelijakuntasavotta.fi

Find Student Union from Facebook:
http://www.facebook.com/opiskelijakuntaSAVOTTA

7 **INSURANCE**

Before you leave, remember to check up on travel insurance. International students are not considered as permanent residents in Finland and therefore not entitled to residence-based social security benefits and will not be issued a Finnish Kela sickness insurance card. It’s recommended that you bring your vaccination certificate to Finland with you.

Social security for NON EEA/EU citizens: Degree students who come from outside of EEA/EU countries must have a valid health and accident insurance. Savonia University of Applied Sciences is not responsible for any costs related to international student’s cases of illness or accident caused during leisure time.
Social security for EEA/EU citizens: If you are only staying temporarily in the Member State where you are studying, you are entitled to receive all medically necessary care. For this, you will need the European Health Insurance Card, which you can get from the institution with which your parents are insured. The card must be obtained before departure. The card confirms that holders are covered by sickness insurance in one of the EEA/EU member states and that they have the right to immediate medical treatment while they are in any other EEA/EU member state.

More information about insurance policy is available: http://www.migri.fi/studying_in_finland/filling_in_the_application/insurance

8 ONE – PLACE – PER – STUDENT Provision in Higher Education

According to this provision, a student may accept only one study place included in joint applications leading to a higher education degree during one academic term. The academic term (1 August - 31 December or 1 January - 31 July) is the essential time framework for the implementation: the provision does not prevent acceptance of a place in another degree programme during another different academic term. Although you could postpone the commencement of studies for a year, or interrupt your studies, you would still be unable accept another place for a degree programme starting in the same academic term.

More information about the one-place-per-student provision is available: http://www.koulutusnetti.fi/?file=325

9 THE ACCEPTANCE OF THE STUDY PLACE

By confirming the acceptance of the study place, the admitted informs that:
- he/she will accept one of the study places offered, or
- he/she will accept one of the study places offered and wishes to wait and see if another study place, either at a university or a university of applied sciences, which he/she has applied for and would prefer will become available, or
- he/she will not accept the study place

The confirmation of acceptance of the study place is binding an irrevocable and it cannot be altered.

Fill in the confirmation form with clear writing, tick the attendance (present/absent) information and remember to sign the form.

Send the confirmation form by the 30 July 2013, at 16.15 o’clock Finnish time, at the latest to the following address:

Savonia University of Applied Sciences
Admissions Office
Sairaalakatu Campus
P.O. Box 1028
FI-70111 KUOPIO
FINLAND

Please, make sure that your Confirmation of Acceptance of Study Place has arrived at Admissions office in time. You can send an inquiry by email to admissions@savonia.fi. Please note, that a confirmation form arriving after set date cannot be accepted and you will lose the offered study place.

10 ENROLMENT AS A STUDENT

Every student has to enroll each academic year as present or absent the way the University of Applied Sciences orders (Polytechnic Law § 23). A student who has not enrolled in time will lose his/her right to study.

Student who has enrolled absent:
- cannot study, e.g., no courses can be included in the study records during the absence (with the exception of open Polytechnic courses which are accepted and transferred after student has enrolled present)
- does not have a right to student grant nor to supported meals at school cafeterias
- does not have a right to student benefits (reduced train and bus tickets, use of Internet at school etc.)
- for the whole academic year, can enroll present for the spring term 2014. In this case the student should contact his or her student counsellor in order to check the study plan. This might cause some problems to the student as, for example, the course supply might change.

PROCEDURE TO OPEN AN ACCOUNT IN FINLAND

Information about opening an account can be found at the webpages of each bank.

Nordea Bank Plc
Kuopio Branch
Kauppakatu 28
FI-70110 KUOPIO
http://www.nordea.com/Our+services/International+products+and+services/Cash+Management/Opening+an+account+with+Nordea+Nordic+countries/68832.html

Sampopankki
Puijonkatu 35
70100 KUOPIO
http://www.sampopankki.fi/EN-FI/ABOUT/CONTACTUS/PERSONAL/Pages/Personal.aspx

Osuuspankki
Puijonkatu 25
70100 KUOPIO
https://www.op.fi/op

ACCOMMODATION

Savonia University of Applied Sciences does not provide accommodation for incoming students.

TEKMA

Tekman Tuki ry / Tekman Tuki Association

Tekman Tuki association rents rooms and apartments for students in the Savonia University of Applied Sciences (mainly for students in the School of Engineering and Technology).

Office address:
Tekman Tuki ry
Retkelijäntie 1 D 2
FI-70200 KUOPIO
FINLAND

Tel: +358 17 2822 831 (abroad)
017 2822 831 (within Finland)
Fax: +358 17 2825 359 (abroad)
017 2825 359 (within Finland)
Email: te.tu@tekma.inet.fi

How to apply?

In order to apply for a room or an apartment fill in the application form in Internet:
http://www.tekmantuki.fi/

KUOPAS (Kuopio Student Housing Company)

KUOPAS provides accommodation for students and their families (spouse and children) in the Kuopio area. Kuopas has 40 apartment buildings around the town situated 0.5–10 km from the city center.

Office address:
Torikatu 15
FI-70110 KUOPIO
FINLAND

Tel: +358 02 710 9740 or +358 20 710 9741 (abroad)
017 264 0700 (within Finland)
Fax: +358 17 264 0755 (abroad)
017 264 0755 (within Finland)
Email: asiakaspalvelu@kuopas.kuopio.fi

http://www.kuopas.fi/Tenant%20info/Moving%20out%20Quick%20guide/Moving%20out.aspx

How to apply?

In order to apply for a room or an apartment fill in the application form in Internet:
http://www.kuopas.fi/Applicant%20info.aspx

CHECKLIST BEFORE COMING TO FINLAND

- Mail the confirmation form to the Admissions Office by 30.7.2013 at the latest.
- Arrange accommodation before you arrive in Finland.
- Arrange visa and residence permit issues if needed
- Check up your insurance and health care issues (If you need constant medication or medical treatments during your study period in Finland, negotiate with a doctor in your home country before leaving.)
- Bring some warm clothes with you.
- Take your original school certificates with you.
14 USEFUL LINKS

Savonia University of Applied Sciences
http://www.savonia.fi
City of Kuopio http://www.kuopio.fi
Finnish railways http://www.vr.fi
Ministry of Education http://www.minedu.fi/
Virtual Finland http://virtual.finland.fi/

Studying and living in Finland

Weather in Finland http://en.ilmatieteenlaitos.fi/
Finnish Immigration Service http://www.migri.fi
Licenses (police) http://www.poliisi.fi/poliisi/home.nsf/pages/index_eng
Maps all around the world http://maps.google.com/maps?hl=en&tab=wl