

Registration procedures

Orientation week/day January 3rd 2020

ICCA Krook, Coordinator

Education Services, ÅAU

Welcome bag

The physical canvas bag with some stuff

PLUS

oldwww.abo.fi/student/en/welcomebag

sign in required!

Online university registration

1. Sign your User Agreement for the university computers, preferably today outside this auditorium and get your welcome bag stuffed with information.
2. Log in to **Selfservice** at <https://selfservice.abo.fi/> using your Åbo Akademi University username and password.
3. Pay the Student union membership fee using the Paytrail service (credit/debit card required!)
4. The Student Union fee for the autumn term is 60,50€. The payment must be done with a credit card. If you cannot pay by credit card please contact the staff of Education services, we can give you an invoice.
5. Print a receipt of the payment, or take a screen shot (or photo) IMMEDIATELY, as the receipt will only show once.

Not paying with a credit card?

If you had to pay the fee using an invoice,
you have to send a receipt to
exchange@abo.fi.

Do it ASAP, as the systems require a
overnight reload in order to sync to all the
systems.

The receipt is crucial....

- You will need the **receipt of the payment** of the student union membership fee until you have your student card or can use the Frank app, in order to prove that you are a member of the student union (e.g. for student lunches).
- You will find more important information in Selfservice and can change password. If any of your data in Selfservice is wrong, please contact Education services, exchange@abo.fi.
- Note that **the last day of enrollment is JANUARY 10th at 3pm.**



Or the app

Frank

- Use the Frank app for free, but you need Internet access when using it.
- You will need a digital photo of yourself (a decent photo!) A selfie with the mobile phone is OK, but it has to be decent without any extra filters.

Student Card

Frank.fi/en

- Note! You can only do this **after you have paid the student union fee & we have marked you as present.**
- You will need a digital photo of yourself (a decent photo!) A selfie with the mobile phone is OK, but it has to be decent without any extra filters.
- Order the basic card (not the one with payment functions)



HOW DO I GET A FINNISH ID-CODE?



Obtaining a Finnish ID code 1/3

- Every exchange student studying more than 3 months in Finland must obtain a **Finnish personal identity code**
- The code is required for the purpose of registering your credits in the VIRT A Study Information Database and the study registers of the universities.
- It is also required by most Finnish banks if and when you open a bank account.

2/3

Non-EU citizens:

When applying the residence permit to Finland you had the possibility to apply for the personal identity code already in advance. **Check also your residence permit card, if you already have obtained one (it's on the back of the card, ddmmyy-xxxx; your birthday, - and 4 characters.) If not, see below.**

NB! Even if you have the personal identity code, you must meet the Register office to inform them of your address in Finland. The local register office will be at the campus on Wednesday 8th of September 10-12 & 13-15.



Finnish Id code

- The local register office will be at the campus Wednesday 8th of January 10-12 & 13-15.

3/3

- Bring your passport/ European ID card, your lease (so that they can get your correct and complete address), the certificate of registration you received when registering and a form that will be sent to your (abo) e-mail address. **FILL OUT THE FORM ELECTRONICALLY AND PRINT IT IN ADVANCE!!**
- It can also be found via "Request for registration of personal data in the population information system" available here:
<http://www.maistraatti.fi/en/Forms/>

Still personal ID code...

The Local registrar office (Maistraatti/Magistraten) will send the ID codes to us (if you agree to that when applying for it). You can then collect it from Education Services (Gripen building).

These instructions will be e-mailed to you before the local registrar office visits us.

This weekend...

- You will register to courses with the help of your tutors.
- Use:
 - Your approved course plan in **Solemove**.
 - **Student.abo.fi** to enroll to courses and exams
 - Or the **app Tuudo** (there you will get a very convenient schedule of your classes!)
 - In the study guide studiehandbok.abo.fi you can also see the time tables



**Start
something
epic.**

**Next up is the
possibility to
register if you
haven't done so yet
(and coffee.)**