**CHECKLIST**

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

*The Fulbright Finland Foundation= the Foundation*

**Before Arrival, I have**

[ ]  Filled out the **Permission to Share Contact Information** [form](https://docs.google.com/forms/d/e/1FAIpQLScQbW3xdV7wfLlR8sZ69ezoL39E8ucgJPeTw0l_vGvPtAJ2DQ/viewform)

[ ]  Participated in the **Foundation’s Pre-Arrival Webinar**/listened to the **recording** and read through the Foundation [Guide for Coming to Finland](https://www.fulbright.fi/grant-programs-to-finland/guide-coming-to-finland)

[ ]  Marked all **dates** and **deadlines** received from the Foundation in my calendar *(no reminders will be sent by the Foundation)*

[ ]  Confirmed with my host the **exact and final dates** of my visit and sent the dates to the Foundation (*not relevant for degree students*)

[ ]  Submitted the Finnish [residence permit](https://www.fulbright.fi/guide-coming-to-finland/passport-and-residence-permit) application – at least 5 months lead time

[ ]  Acquired a **marriage certificate** and **children’s birth certificates**, incl. a **notary seal** and an [**apostille**](https://www.fulbright.fi/guide-coming-to-finland/bringing-your-family-to-finland) (*if you are bringing your family*)

[ ]  Applied for school or daycare [placement](https://www.fulbright.fi/guide-coming-to-finland/bringing-your-family-to-finland) in Finland for my children (*if applicable*)

[ ]  Submitted the **medical form to IIE or IREX** (*U.S. Teachers*) for medical clearance according to their instructions

[ ]  **Filled in/signed** and submitted the following documents to Foundation:

[ ]  Foundation Grant Authorization (*Terms of Award for teachers*)

[ ]  IREX Grant Authorization (*teachers only*)

[ ]  [Fact Sheet](https://www.fulbright.fi/guide-coming-to-finland/important-forms)

[ ]  Good quality photo

[ ]  Travel and Residence Permit Allowance [Form](https://www.fulbright.fi/guide-coming-to-finland/important-forms)

[ ]  Begun to look for [housing](https://www.fulbright.fi/guide-coming-to-finland/housing) (*U.S. students, teachers, and MCPDs*) / discussed my family’s housing needs with my host (*scholars*)

[ ]  Signed up for the Foundation Arrival Orientation (*for August and January arrivals*)

[ ]  Begun to learn some [Finnish language](https://www.fulbright.fi/guide-coming-to-finland/finnish-language-and-courses) and to read about the country and culture. Potentially considered Finnish summer schools on language, culture, and society for international visitors.

[ ]  Joined the Foundation’s Facebook group for U.S. Fulbrighters for my academic year (*optional*)

[ ]  Booked my flights and sent my flight details to the Foundation
(***teachers only****: note the* [*Fly America Act*](https://www.fulbright.fi/guide-coming-finland/flying-regulations) *and follow IREX guidelines*)

[ ]  **Discussed** my **agenda and plans** for my grant term with my host well before arrival in Finland, and covered the following topics, for example, in a video call:

***Scholars and Teachers***

[ ]  Discussed the **expectations** my host and I have for my Fulbright term

[ ]  Created a concrete work plan and time frame

[ ]  Discussed 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 (*usually, the process needs to be started already while in the U.S.*)

[ ]  Found out possible host institution’s administrative requirements and 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***

[ ]  Discussed **expectations** my host and I have for my grant term

[ ]  Created 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, the 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](https://www.fulbright.fi/guide-coming-to-finland/taxation) on the Foundation’s Guide for Coming to Finland and IIE portal and **discussed the topic with my host institution and my home institution's** tax specialist/my accountant/IRS.

[ ]  Made sure that my family members and I have adequate [insurance](https://www.fulbright.fi/guide-coming-to-finland/insurance-and-safety) coverage for the grant term in Finland

[ ]  Printed out the ASPE supplemental accident and sickness benefit card after receiving instructions from the Foundation, IIE or IREX

[ ]  Read through the list on [what to bring to Finland](https://www.fulbright.fi/guide-coming-to-finland/what-to-bring-with-you)

[ ]  Read about [Loan Deferment](https://us.fulbrightonline.org/current-fulbrighters/loan-deferments) (*student grantees*)

[ ]  Familiarized myself with the [Fulbright Buddy program](https://www.fulbright.fi/asla-fulbright-alumni-association/fulbright-buddy-program) and [Welcome Network](https://www.fulbright.fi/friends-fulbright-finland/finnish-fulbright-welcome-network) and taken use of them after receiving information from the Foundation

[ ]  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](https://step.state.gov/)) 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 the Foundation about my arrival

[ ]  Registered at the [Digital and Population Data Services Agency DVV](https://www.fulbright.fi/guide-coming-to-finland/after-arrival) (*mandatory for those staying in Finland for 6 months or over, often required for opening a bank account in Finland*) and filled out the notice of [move](https://www.fulbright.fi/guide-coming-to-finland/after-arrival) form

[ ]  Consider applying for a [Finnish ID card or an identity verification](https://www.fulbright.fi/guide-coming-to-finland/applying-finnish-id-card-or-strong-identification)

[ ]  Opened a Finnish [bank account](https://www.fulbright.fi/guide-coming-to-finland/opening-bank-account-and-grant-payments) (*optional*) and submitted my local contact and bank information with the “Contact and Bank Information” [form](https://www.fulbright.fi/guide-coming-to-finland/important-forms) to the Foundation

[ ]  Made sure I have a working [phone](https://www.fulbright.fi/guide-coming-to-finland/set-phone-connection) in Finland *(the* *Foundation needs to be able to call you in an emergency*)

[ ]  Contacted my host & taken the measures required by my host institution upon arrival

[ ]  Located the nearest emergency room and medical center and found out their opening hours and visiting practices

[ ]  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 my host town’s tourist office for local information, and purchased a public transportation pass

**Before Departing Finland, I have**

[ ]  Submitted [final report](https://www.fulbright.fi/guide-coming-to-finland/important-forms) and photos to the Foundation, IIE and IREX

[ ]  Closed my Finnish bank account **after receiving all reimbursements and deposits**

*(if applicable)*

[ ]  Closed all the contracts made in Finland

[ ]  [Notified](https://www.infofinland.fi/en/living-in-finland/settling-in-finland/moving-abroad-from-finland) the authorities of my new address

[ ]  Stopped by at the Foundation 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