



# **Welcome to Sipoo!**

**Guide for Immigrants**

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# Basic Information about Sipoo

Sipoo is a municipality located in Uusimaa, close to Helsinki. The number of inhabitants is 18,900. Sipoo is a bilingual municipality with 61 % of the population speaking Finnish and 36 % Swedish. At the end of 2013 there were 600 people (6 % of the population) speaking another native language than Finnish or Swedish. The number of people speaking a foreign language has doubled in the past ten years. A majority of the immigrants living in Sipoo have Estonian or Russian as their mother tongue. All in all there are over 40 different languages spoken in Sipoo.

The business centre is located in Nikkilä which lies in the central part of the municipality. The most essential services are located here; social and health centre, Kela (Social Insurance Institution) and the police service point. On an approximately 10 km distance from Nikkilä to the south lies Söderkulla, the business centre of southern Sipoo.

The northern and south-eastern parts of Sipoo are largely covered by forest. The middle parts of Sipoo are characterized by undulating fields and valleys at the bottom of which the Sipoo river runs to the south to meet with the Gulf of Finland. The bays typical to the coast of southern Sipoo face to the archipelago and the sea.

For more information on the municipality and the services it provides, please contact one of the below service points:

## Sipoo municipal service point

Address: Iso Kylätie 18, 04130 SIPOO  
phone: 09 23 531

[www.sipoo.fi](http://www.sipoo.fi)

## Immigrant services

Address : Jussaksentie 14, 04130 SIPOO  
phone: 09 23 536 505



# Moving to Finland and Sipoo - Getting Started

## European Union (EU) nationals

As a EU national you are allowed to stay in Finland for a maximum of three months without registering your residence permit, provided you have a valid identity card or passport and are not regarded as person who threatens public order and security. If you are going to stay in Finland for more than three months, you have to register your residence with the local police within three months from the date of entry in the country.

Non-EU family members staying in Finland for more than three months can apply for a EU citizen's family member residence card. The residence card must be applied for within three months of entry into the country.

## Non-EU nationals

If a foreign national wishes to reside in Finland for more than 3 months, he or she needs a residence permit. The residence permit should as a rule be applied for from abroad before entering the country. The residence permit application should be submitted to a Finnish diplomatic mission or, if the applicant is already in Finland, to the local police. An application for an extension of a residence permit or a permanent residence permit can be submitted only in Finland. The first temporary residence permit is granted by the Finnish Immigration Service. After that, fixed-term residence permits (permit extensions) are granted by the police.

### More information:

[www.intermin.fi](http://www.intermin.fi)

[www.migri.fi](http://www.migri.fi)

### Immigrant's checklist

**If you move to Sipoo permanently, be sure to:**

- 1. Go to the Register Office in Porvoo and fill out the foreign citizen's registration form and notification of move**
- 2. Go to the Social Insurance Institution (Kela) and fill out the application for social security in Finland**
- 3. Get a tax card from the Tax Office**
- 4. If you are unemployed, please register as unemployed and job seeking with the Employment and Business Office (TE Services)**
- 5. Open a bank account**

## Register Office



The Register Office registers a foreign citizen temporarily or permanently in the Finnish Population Information System and gives him or her a personal identification number.

You should register with the Registry Office in Porvoo within one week of your arrival. Please bring your passport and a valid residence permit. If you are married or have children, you need a marriage certificate and the children's birth certificates and official translations of these into Finnish, Swedish or English.

Complete and sign the foreign registration form at the Registry Office. You will receive your personal identification number approximately one week after registration. You will need this number, for example, at the bank, hospitals, pharmacies and authorities' registers.

If you move to Finland permanently or temporarily and you have at least a one-year residence permit, you need to make an official notification of move with the Registry Office.

### **Local Register Office of East Uusimaa, Porvoo unit**

Address: Piispankatu 34, PB 233, 06101 Porvoo

Foreign registrations, phone: 029 5536 396, 02955 36397

[www.maistraatti.fi](http://www.maistraatti.fi)

## Social Insurance Institution



The Social Insurance Institution of Finland (Kela) provides social security benefits for Finnish residents in different life situations. You can apply for social security coverage when planning to live permanently in Finland. You apply for access to the Finnish social security system at the Social Insurance Institution (Kela). Once you are registered in the social security system, you will receive a written decision. You can also confirm whether you are covered by the Finnish social security system by checking your status through the Kela e-services.

### **Social Insurance Institution of Finland (Kela), Sipoo office**

Address : Iso Kylätie 20, 04130 SIPOO

Phone: 020 634 11

Internet: [www.kela.fi](http://www.kela.fi)

Open hours: Mon-Fri 9-12 and 13-16

## Tax Office



### Porvoo Tax Office

Address: Tulliportinkatu 1, PB 94, 06101 Porvoo

Phone: 020 612 000

Fax: 020 612 7911

Internet: <http://www.vero.fi/en-US>

Open: Mon-Fri 9-15

The Tax Administration provides services on its website in Finnish, Swedish and English. The website [www.vero.fi/en-US](http://www.vero.fi/en-US) provides tax guidance for individuals regarding, for example, tax cards, income taxation and tax deductions. A person who receives earned income or taxable benefits in Finland needs a tax card. In order to get a tax card you need a personal identity number that can be ordered at the Register Office. The calculation of the tax rate is based on the income estimate for the full year. If you intend to set up a business, you must complete a registration notification. This form is available on the Internet [www.ytj.fi](http://www.ytj.fi) or at the tax office. On the form you should estimate your business income, on the basis of which your advance tax is calculated.

## Bank

In Finland you need a bank account, because almost all payments are processed through the bank. For example, income support is paid to a bank account. You can choose the bank where you wish to open an account.

The account can be connected to an ATM card or a Visa Electron card. The bank decides to whom it gives a bank card. In order to obtain a bank card you need a regular income. With the card you get a secret password (code) that allows you to withdraw money from ATMs.

You can take care of your bank errands either at the bank, on the Internet or at a payment terminal. Using the Internet or a payment terminal is less expensive than visiting the bank personally.

### Banks in Sipoo:

#### Aktia

Nikkilä, Iso Kylätie 20, phone: 010 2475 660

Söderkulla, Terveystie 3, phone: 010 2475 650

The logo for Aktia, consisting of the word "Aktia" in a green, sans-serif font.

#### Nordea

Nikkilä, Iso Kylätie 25, phone: 09 2391 049

The logo for Nordea, consisting of the word "Nordea" in a blue, sans-serif font, followed by a blue stylized wave or leaf icon.

#### Osuuspankki

Nikkilä, Iso Kylätie 21, phone: 010 2573 501



# Housing



The Finns live in rented or owner-occupied dwellings. You can find owner-occupied houses for sale in the local newspapers or in the real estate agents' advertisements. There are several apartment rental agents in Sipoo: KAS vuokra-asunnot Oy, real estate agents and private landlords. You can submit a rental apartment application to KAS vuokra-asunnot Oy either online at [www.kas.fi](http://www.kas.fi) or by completing an application form that is available at the municipal Info point.

In blocks of flats and terraced houses there is a house manager who manages common house matters. The house manager is responsible for administration, finance and maintenance contracts. The maintenance is normally taken care of by a maintenance man. You can consult him in matters such as:

- minor repairs
- cellar
- laundry room
- reservation of the sauna
- parking space
- the maintenance man will open the door for a fee, if you have forgotten the key

When you move to a new apartment, you should sign an electricity supply agreement. Each resident is responsible for installing a smoke detector in his or her apartment. The tenant must usually also take a home insurance policy from an insurance company.

The house companies have rules of conduct which all residents must follow. The house companies usually have bins for mixed waste and biodegradable waste and paper recycling. Empty bottles and cans are returned to the recovery points at the shops

When you move out, terminate the lease early. In general, the notice period is one month. If you move from one apartment to another you should give notice of removal at the post office and report the new address to the authorities.

Municipal social services are available to everyone who has been registered as a permanent municipality resident with the Register Office. The social services provide support for residents in different stages of life and with different problems, such as financial difficulties, substance abuse problems, and child welfare issues. Services are provided to families with children, the elderly, the disabled and immigrants.

Social and Health Centre  
Address: Jussaksentie 14, 04130 SIPOO  
Phone: 09 23531

## Income support

If a family's income and assets are not sufficient for everyday essential expenditure, the family can receive income support from the social welfare office. Income support is usually granted for one month at a time. Income support is always a last resort for survival.

If you have just moved to Finland and apply for income support, you must have/be:

- personal identification number (from the Register Office).
- decision on income support by the Social Insurance Institution (Kela)
- bank account, bank statement by a Finnish bank
- registered job-seeker with the TE Services

Income support is applied for in writing from the Social Welfare Office (Sosiaalitoimisto, Jussaksentie 14, 04130 SIPOO). Applications can also be completed online at: <http://www.sipoo.fi/fi/palvelut/sosiaalityo/aikuisosiaalityo/toimeentulotuki>.

In the application the family's income and expenses should be accounted for. The specifications of income and expenses should be accompanied by certificates and a bank account statement covering the last 2 months.

## Immigrant Services

An immigrant service unit operates at the Sipoo Social and Health Center. The unit provides general information related to immigration issues. The services include guidance, counselling and information related to immigration and integration to immigrants, authorities and cooperation partners. The primary task of the immigrant services is to receive returnees as well as asylum seekers who immigrate independently to Finland and have been granted a residence permit. Also, the immigrant services unit promotes integration during a three-year period.

Please make an appointment before your visit the immigrant services!



Personnel:

Saana Hansen

Advisor on Immigration

Phone: 09 2353 6505

Email: [saana.hansen@sipoo.fi](mailto:saana.hansen@sipoo.fi)

Karin Blomqvist

Refugee Counsellor

Phone: 09 2353 6506

Email: [karin.blomqvist@sipoo.fi](mailto:karin.blomqvist@sipoo.fi)

### **Eastern Uusimaa Emergency Social Services**

Eastern Uusimaa Emergency Social Services provide social assistance in urgent cases outside office hours. The services are provided in Finnish, Swedish and English. Services in other languages are provided with the aid of phone interpreters.

The emergency social services are available on weekdays 15.00–8.00 and during weekends from Friday 15.00 to Monday 8.00.

Address: Nordenskiöldinkatu 18, 06100 Porvoo

Phone: 040 517 4194

## **Health and Medical Care**



If you are taken ill, please contact Sipoo Health Centre first. Sipoo Health Centre comprises two health stations: the main health station is located in the north of Sipoo, in Nikkilä, and the sub-station is located in southern Sipoo, in Söderkulla. In emergencies please call the emergency number 112.

The Health Centre uses an automatic phone service. If the regular phone service is congested and you do not want to queue, the automatic phone service asks you to tap or read out your phone number and area code. **The health station will call you back within approximately one hour or at latest before the end of that working day.** In emergencies you can go directly to the health station without prior call 8-16. If you need medical attention that day, please contact the health station, preferably in the morning 8–10. In less urgent matters, please call after 10. You can also visit the health station in order to book an appointment.

### **Nikkilä health station**

Jussaksentie 14, 04130 Sipoo  
fax 09 2353 6309

Nikkilä health station is open during weekdays 8.00 - 16.00  
Appointments to a nurse or doctor during weekdays 10.00 - 16.00  
Phone: (09) 2353 6001  
Urgent on-call cases 8.00 - 16.00 phone: (09) 2353 6001

### **Söderkulla health station**

Terveystie 1, 01150 Söderkulla  
fax 09 8764484

The doctors practise at Söderkulla health station is open Monday–Thursday 8.00 - 16.00, Friday 8.00 - 14.00

Appointment booking to nurse or doctor during weekdays 10.00 - 16.00 phone: (09) 2353 6001  
Urgent on-call cases during weekdays 8.00 - 16.00 phone: (09) 2353 6001

Appointment booking to nurse, phone 09 2353 6001

### **Health Centre and hospital emergency services**

During evenings, weekends and public holidays emergency services are provided by the **Eastern Uusimaa Joint Emergency Clinic**, located at Porvoo Hospital, during weekdays 16.00-22.00, Saturdays, Sundays and weekday holidays 8.00-22.00. Appointment booking, phone 02069 2260. During weekdays you can call from 15.00.

In urgent cases at night 22.00–8.00 that need a doctor's attention, please contact the outpatient department (Päivystyspoliklinikka) at Porvoo Hospital, telephone (019) 548 2551

### **Eastern Uusimaa Joint Emergency Clinic**

Phone: 02069 2260 (Mon-Fri 16.00-22.00 and weekends 8.00-22.00)  
Phone: 019 548 2551 (22.00-8.00)  
Address: Sairaalantie 1, 06150 Porvoo  
PB 500, 06151 Porvoo  
Third floor (entrance floor)

### **Specialist medical care**

Municipal residents receive the main part of specialist medical care at the hospitals that are part of the Hospital District of Helsinki and Uusimaa (HUS). Private service providers and other hospitals provide a small amount of services. The need for specialist medical care is always determined by the health centre doctor. Residents can get a payment commitment to services that HUS does not provide, if the need for care has been established. The address to Porvoo Hospital is Sairaalantie 1, 06150 Porvoo, phone (019) 54 821. The primary unit providing special medical care is Helsinki University Central Hospital. Both units are part of the Hospital District of Helsinki and Uusimaa (HUS). For more information <http://www.hus.fi/>

## Employment and Business Office (TE Services)



The office responsible for employment and business services is called the TE Office. There is no TE Office in Sipoo, but residents can visit or contact any TE Office in the Uusimaa region. The nearest TE Offices are located in Järvenpää and Porvoo.

The TE Offices provide information on open jobs and support job-seekers to search for jobs. The TE Offices also arrange Finnish language education, vocational education and on-the-job training with employers. Special early-stage services for immigrants include:

- basic information about Finland and the municipality of residence
- advice and guidance
- initial assessment
- integration plan
- integration training

Once you register as a jobseeker, you can become a TE Office client. You can register as a jobseeker on the TE website. After that you have to visit the TE Office personally as soon as possible.

### **Uusimaa TE Office, Järvenpää**

Mannilantie 28 A, 04400 Järvenpää

Phone 0295 040 000

### **Uusimaa TE Office, Porvoo**

Tekniikankaari 1, 06100 Porvoo

Phone 010 19 4124

Internet [www.mol.fi](http://www.mol.fi)

# Initial Assessment and Integration Plan

The Municipality of Sipoo and Uusimaa TE Office conduct initial assessments and make integration plans for new immigrants.

You can ask for an initial assessment and integration plan at the TE Office or the municipality. If you are applying for work, please start by asking for an initial assessment at the TE Office. The initial assessment will help you to find the services you need, and it will also assist you to cope with everyday life in the new country. The initial assessment comprises discussions with the authorities in order to outline your situation and the services you need. The initial assessment can, for example, comprise tests of your language skills and competence.

Based on the initial assessment the TE Office or the municipality estimates your needs in an integration plan. The integration plan is an agreement on integration training, for example participation in language training, job practise or other activities that promote employment. The integration plan is made in cooperation with you and the TE Office or a municipal authority. This plan can be made if, based on the initial assessment, you need integration support. The duration of the integration plan is individual. The duration of support depends on your work and education history, as well as your personal goals.

While you participate in the integration procedure you are entitled to integration support to ensure your livelihood.

## **You have the right to receive an initial assessment if**

- you are a resident of Sipoo Municipality and
- you have moved to Sipoo from abroad or elsewhere in Finland and
- an initial assessment has not been conducted to you before and
- you have been resident in Finland for a maximum of three years

**The initial assessment is free of charge.**

# Child Day Care



In Finland all children under school age are entitled to day care provided by the municipality once their parents' maternity and paternity leaves end. Child day care is organized, supervised and supported by the society, and the primary task of day care is to support parents to raise their children and to help parents to promote balanced development of the child's personality. The municipality can provide care for children also in the evenings, at night and on weekends, if the parents' work or studies so requires.

The Municipality of Sipoo provides child day care, play activities and pre-school education for families with children. The services are provided both in Finnish and Swedish. In Sipoo there are 17 municipal day care centres and 11 other day care centres providing early childhood education services, either as outsourced services or as private services. In addition, there are municipal family day care nurses who run day care in their homes.

## More information:

<http://www.sipoo.fi/fi/palvelut/paivahoito>

Sipoon kunta Sivistystoimisto/Varhaiskasvatuspalvelut (Early Childhood Services)

PB 7

Iso Kylätie 18

04130 SIPOO

Phone 09 23 531 (operator)

## For more information about multicultural day care:

Päivi Oinaanoja, Päiväkoti Miili, administrative manager

Phone 09 2353 7740

[paivi.oinaanoja@sipoo.fi](mailto:paivi.oinaanoja@sipoo.fi)

# Education



In Finland all children aged 7–16 are covered by compulsory education which requires them to participate in basic education. Basic education refers to comprehensive school education, i.e. education that is free of charge and regulated by the Basic Education Act. Basic education covers grades 1–9 and is usually started in the year when the child turns seven. Before that, the child has the right to participate in a one-year pre-school education which teaches skills needed in basic education.

Students with immigrant background receive education primarily in the local schools. The students' individual learning plans are complemented, as appropriate, with studies of Finnish or Swedish as a second language, the immigrant's mother tongue and religion, and/or preparatory education. The Municipality of Sipoo provides, in conjunction with basic education, preparatory pre-school and elementary education for immigrants. This service is provided in cooperation with the early childhood unit at Lukkarinmäen koulu. The preparatory education is available for those

students who need support to be able to attend school and to improve their Finnish language skills before they enter basic education. Preparatory education usually lasts one school year, but already during the preparatory class students can study flexibly in groups with students of their own age.

After basic education the students usually move to secondary education (high schools and vocational schools) and then possibly to higher education (universities and technical colleges ).

**For more information on basic education, see:**

<http://www.sipoo.fi/fi/palvelut/koulutuspalvelut>

Sivistystoimisto (Education Office)

Iso Kylätie 18, 04130 SIPOO

PB 7, 04131 SIPOO

Phone (09) 23 531 (operator)

**For more information on immigrants' education:**

Mervi Jokela, Lukkarin koulu, school principal

[mervi.jokela@sipoo.fi](mailto:mervi.jokela@sipoo.fi)

Phone 09 2353 7400



Sipoo belongs to the Eastern Uusimaa Police District. The nearest police department is located in Vantaa and the nearest police station is in Porvoo. Porvoo police station deals with residence permits, citizenship and foreigners' ID card applications, refugee travel documents and aliens' passports, as well as EU citizen registration and driver's license applications. The police service point in Sipoo is on-call on Thursdays 12.00–17.00.

**Eastern Uusimaa Police Department**

Kielotie 21, PB 98, 01301 VANTAA

Phone 071 8730 291

**Porvoo Police Station**

Tulliportinkatu 1, PL 84, 06101 PORVOO

Phone 071 8730 291

**Sipoo service point**

Iso Kylätie 18, PB 5, 04131 SIPOO

Phone 071 8730 291

Open hours: Thursdays 12.00–17.00.

# Emergency **112** telephone number

If you need urgent help, please call the emergency number.  
phone: 112

## Occupational Safety and Health Division

### **Southern Finland Occupational Safety and Health Division**

Address: Siltasaarenkatu 12 A, seventh floor, PB 46, 00531 Helsinki

Phone: 0295 016 000

Fax: 09 730 798

Internet: <http://www.tyosuojelu.fi/fi/workingfinland/>

### **Porvoo Occupational Safety and Health Office**

Address: Kisällintie 4 A, 06150 Porvoo

Fax: 019 584 414

The Southern Finland Occupational Safety and Health Division provides advice and guidance related to work and employment terms. Terms of employment include, among others, employment contracts, working hours, pay and annual leave. The Occupational Safety and Health Division also monitors occupational health issues. The Regional State Administrative Agency of Southern Finland monitors workplace health and safety within its own region.

## Leisure



### **Libraries**

There are two libraries in Sipoo and one travelling library. The library is open to all and free of charge. At the library you can read and borrow books, CDs and magazines. You can also use the Internet free of charge at the library.

#### *Sipoo Main Library*

Pohjoinen Koulutie 2, 04130 Nikkilä

phone: (09) 2353 6003

e-mail: [paakirjasto@sipoo.fi](mailto:paakirjasto@sipoo.fi)

*Söderkulla Library*  
Amiraalintie 2  
01150 Söderkulla  
Phone: 09 2353 6003  
[soderkulla.kirjasto\(at\)sipoo.fi](mailto:soderkulla.kirjasto(at)sipoo.fi)

### **Adult Education Centre (Kansalaisopisto)**

The Adult Education Centre offers a wide range of recreational courses, where it is possible to engage in, for example, languages and art. The courses are open to all, regardless of place of residence or educational background. Course guides are available at the libraries and the municipal service point or on the Internet.

Address: Sipoon koulukeskus (rakennus B1), Iso Kylätie 8, 04130 SIPOO  
Phone: 09 2353 6004  
Internet address (in Finnish): <https://www.opistopalvelut.fi/sipoo/index.asp>

### **Youth Activities**

The municipal's Unit for Youth Activities organizes activities in Nikkilä and Söderkulla for 7 year olds and older as well as for teenagers, and especially for young people at a risk of becoming excluded. The municipality also supports third-sector activities for the youth.

More information (in Finnish): <http://www.sipoo.fi/fi/palvelut/nuorisotoiminta>.

### **Play Activities**

The municipality supports play activities organized by the following child care units: Arken, Hindsby Lekis and Paipis barnträdgård. These units provide play activities for children who do not need municipal day care. Children who do not participate in the municipal day care can also take part in trips and events arranged by the municipal. Meetings and discussions on educational objectives are arranged for the parents.

### **Sports Services**

Sipoo offers a variety of sports and outdoor activities for all age groups. These include, among many others, Frisbee golf, cross country skiing, swimming schools and sports schools for children, and a multi-purpose sports hall. In addition, there are several private providers that offer services to the municipal residents.

More information (in Finnish):  
<http://www.sipoo.fi/fi/palvelut/liikunta>

### **Parishes**

Sipoo has both a Finnish and a Swedish Evangelical Lutheran parish which offer, for example, mother-child clubs and day club activities. Immigrant families are welcome to participate in these activities.

Address: Iso kylätie 1, 04130 SIPOO



More information (in Finnish):

*Sipoo Finnish parish: (in Finnish)*

<http://www.sipoonsuomalainenseurakunta.fi/>

Deaconess Merja Rantakangas (phone: 050 566 3685, [merja.rantakangas@evl.fi](mailto:merja.rantakangas@evl.fi))

pastor Tiia Kasesmaa (phone: 050 566 3664, [tiia.kasesmaa@evl.fi](mailto:tiia.kasesmaa@evl.fi))

*Sipoo Swedish parish: (in Swedish)*

<http://www.sibbosvenskaforsamling.fi>

youth worker Patrik Frisk (phone: 050 566 3688, [patrik.frisk@evl.fi](mailto:patrik.frisk@evl.fi))

Deaconess Ann-Lis Biström (phone: 050 566 3690, [ann-lis.bistrom@evl.fi](mailto:ann-lis.bistrom@evl.fi))



### **Mannerheim League for Child Welfare**

The Sipoo division of the Mannerheim League for Child Welfare (MLL) organizes with the aid of volunteers a family cafeteria once a week in Söderkulla and Talma. In addition, the MLL Uusimaa District organizes "Friend for an immigrant mum" voluntary work, through which an immigrant mother and family can get a support person.

More information (in Finnish):

**Mannerheim League for Child Welfare, Sipoo Division** <http://sipoo.mll.fi/>

Friend for an immigrant mum, Uusimaa Division

Teija Silvonen phone: 044 728 9599, [teija.silvonen@mll.fi](mailto:teija.silvonen@mll.fi)

### **Other Associations and Clubs**

There are also many other associations and clubs in Sipoo where you can do various hobbies and spend your free time.

More information (in Finnish):

[http://www.sipoo.fi/fi/palvelut/yritykset\\_ja\\_yhdistykset/yhdistysluettelo](http://www.sipoo.fi/fi/palvelut/yritykset_ja_yhdistykset/yhdistysluettelo)