

## INITIAL ASSESSMENT FOR ALL IMMIGRANTS

Regardless of the reason for your immigration, you are entitled to a personal initial assessment. The initial assessment helps the authorities to determine how well equipped you are to integrate into Finnish society, and which services you may need to help you do so. For example, you will be asked about your education, work experience and language skills. The initial assessment takes place either at the Employment and Economic Development Office (TE Office) or at the social services centre.

If you have a job, or you have been accepted as a student in an educational institute, you will probably not need an initial assessment or an integration plan. However, you are entitled to the initial assessment if you think you need it. If you are an unemployed jobseeker and have registered as a jobseeker, the South Savo TE Office will conduct the initial assessment. Other immigrants, such as pensioners and stay-at-home mothers, can contact the Mikkeli social services centre or the immigration office and ask for an initial assessment.

## Welcome to Mikkeli!



12/2017

## TO-DO LIST FOR IMMIGRANTS

**You must register as a person officially living in Finland. Visit the following offices as soon as possible:**

1. Local register office: Have your personal information registered in the Finnish Population Information System and apply for a personal identity code (all immigrants).
2. The Finnish immigration service: Make sure you have a right to reside in Finland. Register your right of residence (EU/EEA citizens). If you are a non-EU citizen, you need a valid residence permit.
3. Kela (Finnish Social Insurance Institution): Apply for the right to Finnish social security.  
The Employment and Economic Development Office (TE Office): If you are unemployed, register as a jobseeker. If you already have a job, you are also entitled to integration assistance (language courses, etc.).

Bring your passport, residence permit, right of residence registration certificate, and other important documents. Read more on the following pages.

**In addition to registration, you must take care of the following:**

1. Bank: After you have received a personal identity code, open a bank account.
2. Social services centre: If you have a type A residence permit, or if you are an EU/EEA citizen registered in Finland, and your family income is not sufficient to pay for compulsory expenses, you can apply for financial aid.
3. Tax office: When you know your salary or other income, apply for a tax card.

4. City of Mikkeli Service point: If your children need day care or need to be enrolled at comprehensive school, customer service will help you with the application process. They will also offer information about other services available.

## MIKKELI SERVICE POINT

### MIKKELIN ASIOINTIPISTE

*One-stop-shop for all public services. Advice on the services and transactions mentioned in this guide, public terminals for electronic services (assistance provided if necessary), service reservations, video conferences and personal meetings with experts from various authorities.*

Maaherrankatu 9–11, 1<sup>st</sup> floor, tel. 015 194 2100

Opening hours: 1 September – 31 May Mon-Fri 9.00–16.00, June 1 – August 31 and on weekdays preceding public holidays 9.00–15.00  
www.mikkeli.fi, asiakaspalvelu@mikkeli.fi

Public service desks are also available in Anttola, Haukivuori, Rantakylä, Ristiina and Suomenniemi; a local service centre serves customers in Otava.

## LOCAL REGISTER OFFICE OF EAST FINLAND, MIKKELI UNIT

### ITÄ-SUOMEN MAISTRAATTI, MIKKELIN YKSIKKÖ

*Registration in the Finnish Population Information System*

Mikkeli Service Point, Maaherrankatu 9–11, 1<sup>st</sup> floor

Opening hours of the Register Office of East Finland:

Tue 9.00–11.00 and Thu 13.00-15.00

Appointments must be booked online at

www.maistraatti.fi

Opening hours are subject to change. For the latest information, see

www.maistraatti.fi

For more information, please call 029 553 9511

## EASTERN FINLAND POLICE DEPARTMENT, MIKKELI POLICE STATION

### ITÄ-SUOMEN POLIISILAITOS, MIKKELIN POLIISIASEMA

Hallituskatu 4, tel. 0295 450 311 (exchange)

appointments call 0295 419 800

## KELA MIKKELI OFFICE

### KELA MIKKELIN TOIMISTO

*Finnish social security*

Mikonkatu 3

Open Mon-Fri 9.00–16.00

http://www.kela.fi/web/en

## SOUTH SAVO EMPLOYMENT AND ECONOMIC DEVELOPMENT

### OFFICE (TE OFFICE) ETELÄ-SAVON TYÖ- JA ELINKEINOTOIMISTO (TE-TOIMISTO)

*Registration as a jobseeker, support and advice for job seeking, initial assessment, integration training.*

*Services for jobseekers and those already employed.*

Porrassalmenkatu 29, tel. 029 504 4010 (exchange)

Open Mon-Fri 9.00–12.00, 13.00–16.00

www.te-palvelut.fi

## SOUTHEASTERN FINLAND REGIONAL TAX OFFICE, MIKKELI UNIT

### KAAKKOIS-SUOMEN VEROTOIMISTO, MIKKELIN TOIMIPISTE

*Personal tax cards, tax number for those working in the construction industry.*

Mikkeli Service Point, Maaherrankatu 9–11, 1<sup>st</sup> floor

Opening hours: 1 September – 31 May Mon-Fri 9.00–16.00, June 1 – August 31 and on weekdays preceding public holidays 9.00–15.00

www.vero.fi

## MIKALO OY

*Applying for municipal rental housing*

Maaherrankatu 44, tel. 015 321 350

Open Mon-Thu 9.00–11.30 and 13.00–15.00, Fri 9.00–11.30

www.mikalo.fi

## CITY OF MIKKELI DAY CARE OFFICE

### MIKKELIN KAUPUNGIN PÄIVÄHOITOTOIMISTO

*Day care for children (aged 0-6) and preschool (6-year-olds)*

Maaherrankatu 9-11, 3rd floor

To apply for a place in day care, please contact the service advisors

(Tarja Räsänen and Minna Oksa)

Mon-Fri 8.30–11.30, tel. 044 794 5796

or by e-mail, paivahoidonpalveluohjaus@mikkeli.fi

## CITY OF MIKKELI / EDUCATION DEPARTMENT

### MIKKELIN KAUPUNKI / SIVISTYSTOIMI

*Comprehensive school*

Maaherrankatu 9–11, 3rd floor,

tel. 015 1941 (City exchange)

More information from the coordinator of basic education for

immigrant children, tel. 050 311 7013 or on the Internet at

www.mikkeli.fi ”Opetus ja koulutus”-> ”Perusopetus” ->

”Monikulttuurinen opetus”

## CITY OF MIKKELI SOCIAL SERVICES CENTRE

### MIKKELIN KAUPUNGIN SOSIAALIKESKUS

*Social services for families with children, adults, elderly people and the disabled*

Vilhonkatu 7–9, 1st floor, tel. 015 1942 307

Open Mon 9.00–15.00, Tue-Fri 9.00–12.00

www.essote.fi

## MIKKELI HEALTH CENTRE

### MIKKELIN TERVEYSKESKUS

Appointments with doctors, nurses and public health nurses, tel.

015 211 411, Mon-Fri 7.00–21.00, Sat-Sun 7.00-15.00

Night-time telephone counselling 21.00-7.00, Sat-Sun 15.00-7.00 tel.

015 225 588

Dental care appointments Mon-Fri 7.30–15.00,

Sat, Sun and weekday holidays 9.00–10.00 tel. 015 194 4410

Pankalampi main health centre, Kiiskinmäenkatu 5–7

Open Mon-Thu 8–16.00, Fri 8–15.00.

Child health care clinic appointments Mon-Fri 8–12.00:

Lähemäen child health care clinic tel. 015 194 4630

Lähemäen child health care clinic 2 tel. 0403597086

Rauhankatu 10. More information at www.essote.fi, www.hyvis.fi

## EMERGENCIES AND DOCTORS ON-CALL

### ENSIAPU JA LÄÄKÄRIPÄIVYSTYS

*Urgent medical care in the evenings and weekends*

Mikkeli Central Hospital, emergency clinic

Porrassalmenkatu 35–37, entrance from Pirttiniemenkatu street.

Service available 24h/day. To contact the clinic, call 015 211 411

Mon-Fri 7.00-21.00, Sat-Sun and weekday holidays 7.00-15.00.

Night-time telephone counselling Mon-Fri 21.00-7.00, Sat-Sun

15.00-7.00 and weekday holidays 15.00-7.00 tel. 015 225 588.

## EMERGENCY NUMBER 112

*Emergencies: ambulance, fire department, police*

## ESSOTE IMMIGRATION SERVICES OFFICE

### ESSOTEN MAAHANMUUTTOPALVELUT

*Advisory services for immigrants*

Anni Swanin katu 8, tel. 044 794 5059 or 044 794 5182

Open Mon 13.00–16.00, Wed 13.00–16.00, Thu 8.00–10.00, other

times by appointment only at

https://www.essote.fi/asiakkaalle/palvelut/maahanmuuttopalvelut/

## MULTICULTURAL CENTRE MIMOSA

### MONIKULTTUURIKESKUS MIMOSA

*Advisory services for immigrants:*

Anni Swanin katu 8 tel. 010 338 1080,

Open Mon-Thu 12.00-19.00

www.mimosa.fi, mimosa@mimosa.fi

## FINNISH LANGUAGE TRAINING IN MIKKELI

Please contact the TE Office and the Mikkeli Service Point for more information.