

## CHECKLIST FOR INTERNATIONAL TUTORING in Lahti Campus Autumn 2022

Please go through *all the things mentioned in this list* with your tutees.

### Accommodation:

- first month's rent
- how to use [ExtraNet](#) of Lahden Talot
- regulations in the student apartments
- maintenance company and its contact information
- laundry room; how to book and use it
- sauna; how to book and use it and the fee
- common room; how to book and use it
- storage room

### General at University

- **LUT Attendance Certificate (after paying Student Union fee\*)**
- **usernames and passwords**
- **course enrolment before the deadline 2.9.2022 at 23.59**
- LUT Student Services @ A111 and [eLUT](#)
- LUT Career Services @ [eLUT](#)
- study counsellor and student advisor @ [eLUT](#)
- library @ D246, C213, A126 and [eLUT](#)
- computer rooms and printing regulations and fees
- printing machines (how to use them; follow-printing, scanning, copying)
- finding information at eLUT (services, Sisu instructions, exams etc.)
- using SISU for course and exam registration; **updating tutee's contact information**
- using SISU (personal study plan)
- using Moodle (learning environment)
- using TimeEdit or SISU for timetables
- how to find information on LUT websites
- how to find lecture rooms (e.g. M19\_D247 or M19\_B206; building, wing, room number)
- language centre @ LAB and [eLUT](#)
- university's electronic key card, instructions, and order @ [eLUT](#)
- bulletin board(s) in your school(s)
- Finnish Student Health Services (YTHS/FSHS) for degree students. Also remember healthcare fee for Kela. @ Niemi Campus and [eLUT](#)
- Lamkooma (Cafeteria) at main lobby
- canteens and cafeterias in both Mukkula and Niemi campus
- guild Aether
- sports facilities (MOVEO)
- bus card
- parking

**Student Union Office (shared premises with KOE):**

- \*Student Union fee @ Student Union office or [LTKY website](#)
- how to order student card Frank (<https://www.frank.fi/en/studentcard/>)

**Tour in downtown**

- Finnish Immigration service – right to reside in Finland (EU-citizens) address: Kirkkokatu 12D, <https://migri.fi/en/home>
- DVV – Digital and population data services agency (former Magistrate/Local Register Office), address: Kirkkokatu 12B, <https://dvv.fi/en/individuals>
- main post office, shops, shopping centres, banks (ATM machines), pharmacies
- bank account (if necessary)
- library
- Travel Center (Matkakeskus)