



20 May 2022

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## **WELCOME TO FINLAND GUIDES AND BROCHURES: INSTRUCTIONS ON HOW TO ORDER AND DISTRIBUTE, UPDATED ON 20 MAY 2022**

### **STATUTORY DISTRIBUTORS**

Statutory bodies, which include **the Finnish Immigration Service, the Digital and Population Data Services Agency and Finnish missions** abroad, can order the guide in printed form in four languages; Finnish, Swedish, English and Russian. In addition, these bodies can order a brochure in 15 languages that directs their customers to read the actual guide on the website of the Ministry of Economic Affairs and Employment. On the website, the guide has been published in 12 languages and the brochure in 15 languages.

**Finnish missions abroad, the Digital and Population Data Services Agency (local register offices) and the Finnish Immigration Service** order guides and brochures directly from Grano by email. Materials are ordered using the product numbers on the second page of these instructions. Remember to always specify the product number for the items you are ordering. This will ensure the swift delivery of the correct product.

When ordering please include your street address (not a PO Box). The guides and brochures are sent to Finnish missions abroad by courier.

The Ministry of Economic Affairs and Employment covers the costs to the so-called statutory distributors, which means that the materials are free of charge for Finnish missions abroad, the Digital and Population Data Services Agency and the Finnish Immigration Service.

See the instructions for ordering and distributing the guide and read more about the guide on pages 2-4 of this press release.

### **OTHER THAN STATUTORY BODIES**

Operators in the administrative branch of the Ministry of Economic Affairs and Employment can order the guide and brochure separately by agreement. They must pay for the whole edition based on a case-by-case advance agreement with the Centre of Expertise in Immigrant Integration. The Ministry of Economic Affairs and Employment is not responsible for placing the order and does not cover the cost of printing the guides or the postage, if the body ordering them is other than a statutory body mentioned above. Only operators in the administrative branch of the Ministry of Economic Affairs and Employment can place an order for a whole edition. If you are interested in placing an order, please contact the Centre of Expertise in Immigrant Integration: [kotoutumisenosaamiskeskus@gov.fi](mailto:kotoutumisenosaamiskeskus@gov.fi).

Other operators, including other authorities, municipalities as well as those involved in immigration and integration work, may order free of charge fliers the size of postcards that they can hand out to their customers. These fliers direct the customers to read the online version of the guide on [www.tem.fi/tervetuloa-suomeen](http://www.tem.fi/tervetuloa-suomeen). **See separate instructions on how to order.**

## INSTRUCTIONS FOR STATUTORY BODIES

Order by sending an email to: [tervetuloasuomeen.tilaus@grano.fi](mailto:tervetuloasuomeen.tilaus@grano.fi)

- **Specify product number**
- **When ordering please include your street address (not a PO Box)**
- **Orders will be sent to Finnish missions abroad by courier.**

### Product number

TEM4000  
 TEM4000ru  
 TEM4000e  
 TEM4000ve  
 TEM5000su  
 TEM5000ru  
 TEM5000en  
 TEM5000ve  
 TEM5000vi  
 TEM5000ra  
 TEM5000es  
 TEM5000ar  
 TEM5000so  
 TEM5000pe  
 TEM5000ki  
 TEM5000th  
 TEM5000un  
 TEM5000vm

### Name

Welcome to Finland, guide, Finnish  
 Welcome to Finland, guide, Swedish  
 Welcome to Finland, guide, English  
 Welcome to Finland, guide, Russian  
 Welcome to Finland, brochure, Finnish  
 Welcome to Finland, brochure, Swedish  
 Welcome to Finland, brochure, English  
 Welcome to Finland, brochure, Russian  
 Welcome to Finland, brochure, Estonian  
 Welcome to Finland, brochure, French  
 Welcome to Finland, brochure, Spanish  
 Welcome to Finland, brochure, Arabic  
 Welcome to Finland, brochure, Somali  
 Welcome to Finland, brochure, Persian/Farsi  
 Welcome to Finland, brochure, Chinese  
 Welcome to Finland, brochure, Thai  
 Welcome to Finland, brochure, Ukrainian  
 Welcome to Finland, brochure, Vietnamese

Inquiries and feedback: [kotoutumisenosaamiskeskus@gov.fi](mailto:kotoutumisenosaamiskeskus@gov.fi)

## DISTRIBUTION: PRINTED GUIDE AND BROCHURE

An authority gives a printed guide or brochure to a customer *personally* at the time the customer is given notice of a residence permit decision, their right of residence is registered, their residence card is issued or when the customer's municipality of residence and population information data are registered.



**Finnish  
Swedish  
English  
Russian**

### **Guide**

An authority will give a printed guide to a customer personally at the time the customer is given notice of a residence permit decision, their right of residence is registered, their residence card is issued or when the customer's municipality of residence and population information data are registered.



**Estonian  
French  
Spanish  
Arabic  
Somali  
Persian-Farsi  
Chinese  
Thai  
Turkish  
Ukrainian  
Vietnamese**

**Finnish  
Swedish  
English  
Russian**

### **Brochure:**

1. When the guide is only available in the customer's language in electronic form, the authority will give the customer a brochure.

The brochure contains instructions on how to read the actual guide in the language in question at [www.tem.fi/en/welcome-to-finland](http://www.tem.fi/en/welcome-to-finland)

2. The brochure is also available in the languages of the printed guide (Finnish, Swedish, English and Russian). Finnish missions abroad, in particular, may order these for distribution to their customers.

## WELCOME TO FINLAND GUIDE: BACKGROUND AND ADDITIONAL INFORMATION ON DISTRIBUTION OF THE GUIDE

Section 7 of the Act on the Promotion of Immigrant Integration (2010/1386) stipulates that authorities must provide information on Finnish society to all persons moving to Finland. *Welcome to Finland* is an information package referred to in this act.

The guide is available in 12 languages. All the language versions are available at [www.tem.fi/en/welcome-to-finland](http://www.tem.fi/en/welcome-to-finland). They can be read or printed. The guide can be ordered in print in four languages: Finnish, Swedish, English and Russian. In addition, a brochure is available in 15 different languages. The brochure directs its audience to read the actual guide on the Ministry of Economic Affairs and Employment website.

The so-called statutory bodies are responsible for the distribution of the guide and brochure, including **Finnish missions abroad, the Finnish Immigration Service and the Digital and Population Data Services Agency**. An authority must give a printed guide to a customer personally at the time the customer is given notice of a residence permit decision, their right of residence is registered, their residence card is issued or when the customer's municipality of residence and population information data are registered. If the guide is only available in electronic format in the customer's language, the customer will receive a brochure. If the guide or brochure are not available in the customer's language, the customer will receive the brochure in Finnish and English.

The Ministry of Economic Affairs and Employment covers all the costs, which means that the materials are free of charge for Finnish missions abroad, the Digital and Population Data Services Agency and the Finnish Immigration Service. Government agencies must have all the language versions available in their selection. Please note that the number of orders will be proportionate to the number of residence permits issued. Please do not order the guide and brochure just to store them.

The Centre of Expertise in Immigrant Integration at the Ministry of Economic Affairs and Employment is responsible for the distributing and updating the Welcome to Finland guide.

The content of the guide has been updated in 2021–2022. The material for Welcome to Finland and its language versions are based on the InfoFinland website. The brochure was updated in autumn 2021. Printed copies of both the guide and the brochure will be available to order in spring 2022.

**Inquiries and feedback:** [kotoutumisenosaamiskeskus@gov.fi](mailto:kotoutumisenosaamiskeskus@gov.fi)

DISTRIBUTION  
FOR INFORMATION

Finnish Immigration Service, Digital and Population Data Services Agency, Finnish missions abroad/Ministry for Foreign Affairs  
InfoFinland  
Ministry of Economic Affairs and Employment: MAKO, VIE, registry