



Sastamala Guidebook



Contents

Welcome to Sastamala!	2
Moving to Finland	2
Residence permit	3
Police	4
Population Register Office	5
Personal identification number.....	5
Change of address notification.....	5
Kela (National Social Insurance Institution)	6
Initial survey	7
Where is the initial survey done?.....	8
Integration plan	9
Employment and Economic Development Office (TE-Office)	10
Tax Office	11
Banks	12
Social services	13
Health care services	14
Dental care.....	14
Pharmacy.....	14
Housing	15
Post	15
Children and young people	16
Children's day care and early education.....	16
Preschool education.....	16
Comprehensive education.....	17
Secondary education	18
Upper secondary school.....	18
Vocational education.....	19
Sastamalan koulutuskuntayhtymä - SASKY (Sastamala Educational Municipality Group).....	19
Sastamalan opisto (Sastamala Institute).....	19
Karkun evankelinen opisto (Karkku Evangelic Institute).....	19
Leisure time	20
Youth services.....	20
Services of physical activities.....	20
Cultural services.....	20
Library.....	21
Parish.....	21
Travelling	22
Bus.....	22
Train.....	22
Taxi.....	22
Travel counselling.....	22
Where to find further information?	23
Migration Info Centre (Mainio).....	23
Infobank.....	23
Internet-addresses	24

Welcome to Sastamala!

Sastamala has nearly 26 000 inhabitants. 2 % of the inhabitants of Sastamala are immigrants who come from over 50 different countries.

The Sastamala area includes the center of Sastamala, Vammala, Keikyä, Kiikka, Kiikoinen, Karkku, Mouhijärvi and Suodenniemi.

From Sastamala there are good transport connections to Tampere, Turku and Pori. The city offers good business and public services. The city is also close to the nature.

This is a guidebook about the services, which are offered in the Sastamala area. We hope that this guidebook helps you to find the services you need.

You have the possibility to get an interpreter, when you are a client in a public service office, for example when you go for an appointment at the doctor's office, at the TE office or at the police station.

You are also entitled to an initial survey, free of charge. The initial survey is aimed at guiding you towards the services that are most appropriate for you.

This guidebook is also available in Finnish and Russian.

www.sastamala.fi

This guidebook has been updated and translated by the ESF-funded Regional Development Project for Migration ALMA.



Moving to Finland

When you come to Finland, you need a passport or a European Union identity card to prove your identity. People coming from outside the European Union also need a visa.

- EU citizens can freely stay for 3 months in Finland.
- Non-EU citizens can stay with a visa for maximum 3 months.

Residence permit

For a stay exceeding 3 months you have to register your right to stay or you have to apply for a residence permit. The residence permit can be applied for, from abroad in a Finnish diplomatic mission or in Finland at a police station.

An EU citizen has to register his/her permit to stay at a police station. Non-EU citizens must apply for a residence permit for a stay exceeding 3 months.

Asylum seekers apply for asylum from the Finnish border authorities or from the police. The status letters of the residence permit are the following:

B = temporary: valid for maximum 1 year

A = continuous: valid for maximum 4 years

P = permanent: permanently valid

Police

For a stay exceeding 3 months you have to apply for a residence permit or register your right to stay. A residence permit is applied in Finland from the police (see Oleskelulupa – residence permit).

The police controls public order and security.

The general emergency number is **112**.

If an accident happens and you have to call the police, an ambulance or the fire department quickly, dial the general emergency number **112**.

Pirkanmaa Police Department / Sastamala Police Station
Puistokatu 11, 38200 Sastamala
Reception of criminal reports: telephone 071 874 7350
Service for permits and licenses: telephone 071 874 7370
www.poliisi.fi

The Sastamala police station is open on weekdays from 9.00 to 16.15 hrs.

Information about office hours during summer and other exceptional opening hours are available on the police's website.

Population Register Office

Tampere Unit
Hatanpään valtatie 24
33101 Tampere
Telephone 029 553 9431
www.maistraatti.fi

Open on weekdays 9.00 - 16.15 hrs.

The Population Register Offices carry out different administrative tasks such as keeping the population data system and other registers. It is also possible to get married at the Population Register Office.

Sastamala is included in the Inner-Finland Population Register Office. The nearest service unit is located in Tampere.

Personal identification number

When you have a residence permit, you can get registered in the Population Register Office. Get this done during the first week. Once you are registered you get a Finnish personal identification number. In the Population Register Office you are recorded as a person residing in the country.

Take your passport and residence permit with you to the Register Office. If you are married, you also need your certificate of marriage. If you have children, you need their certificates of birth.

Change of address notification

Once you have moved to the municipality permanently, make the notification of change of address within one week. The forms to fill in for the change of address are available in the Population Register Office and in the post office.

You can also notify your change of address by making a phone call to 0200 71000. During the week you can call between 8.00 and 20.00 hrs. On Saturdays you can call between 9.00 and 14.00 hrs.

The change of address notification can also be done online at www.posti.fi/muuttoilmoitus. This service requires access codes that you can get from the post office or from a bank.

Kela (National Social Insurance Institution)

Kela – Sastamala
Puistokatu 3, 38200 Sastamala
www.kela.fi

Open on weekdays 9.00 - 12.00 and 13.00 – 16.00 hrs.

Kela or the National Social Insurance Institution is in charge of Finnish social security. The Kela card proves that you have the right to Finnish social security. You can get the Kela card, if you are living permanently in Finland and if you have got the Finnish personal identification number (see Residence Permit and Population Register Office). The application is made online through the Kela client service pages (www.kela.fi/asiointi) or by a form that is filled in and returned to the Kela office.

Kela can give assistance in various situations, for instance to immigrants to facilitate integration, to students, to those that are unemployed, to families with children and also to retired persons. Furthermore, it is possible to get support from Kela for housing and sickness costs. All Kela benefits have to be applied for separately.

You need the Kela card when you go to a public health care centre, to a doctor's consultation, at a pharmacy and when you visit the hospital.

Ask for further information from the Kela office or search for it on the internet. Kela's website also has information material in simple and plain language. The Infobank's website also provides further information (<http://www.infopankki.fi/>).

If you have any questions about moving to or from Finland, you can call Kela on 020 634 0200.

Initial survey

In Finland, there is an integration law in force. According to this law, an immigrant must get basic information about Finland. All immigrants (for instance job seekers, diploma/degree-students or housewives) have the right to receive an initial survey and an integration plan. When you move to Finland, you can apply for services, which facilitate your integration.

Are you a new resident in Sastamala?

You have the right to get the initial survey, if

- You have moved to Sastamala from abroad or some other place in Finland and
- Your home municipality is Sastamala and
- No initial survey has been done for you earlier and
- You have had a home municipality in Finland for maximum three years

The initial survey is aimed at getting a clear picture your situation in life so as to identify your service needs and address them accordingly.

The initial survey includes:

- A test of your skills and knowledge of the Finnish language
- Information about studies
- Information about employment opportunities
- Information about services provided in Sastamala
- On the basis of the initial survey it is possible to evaluate whether you need an integration plan
- After the initial survey you can be admitted to an integrative training course or other language courses

The initial survey is free of charge. The help of an interpreter is used if necessary.

Where is the initial survey done?

If you are unemployed and registered as a job seeker, the Sastamala Employment and Economic Development Office (TE Office) does the initial survey.

Sastamalan työ- ja elinkeinotoimisto (TE-toimisto)
(Sastamala Employment and Economic Development Office (TE Office))
Puistokatu 10, 38200 Sastamala
Telephone 0295 045 501 (9.00-16.00)

If you are a client of the Department of Social Affairs, the initial survey is carried out at the social office.

Sosiaalikeskus (Social Centre)
Aarnontie 2 A (City Hall, 1st floor)
PL 23, 38201 Sastamala
Telephone 03 5213 4114

Are you employed, at home or do you study? Or maybe you are a new refugee or a returning migrant who is not a client of the TE Office? If you fit into any of these categories, your initial survey is carried out at the Sastamala Institute.

Sastamalan opisto (Sastamala Institute)
Onkiniemenkatu 1, 38200 Sastamala
Telephone 040 138 2033
www.sastamalanopisto.fi

Integration plan

An integration plan can be made, if the initial survey shows that you need support for your integration.

The integration plan is made after registration. The plan is valid for three years from your arrival in Finland.

The plan is made in the TE Office with an employment office counsellor or in the Social Office with a social worker.

In the frame of the integration plan it is possible to agree on integration courses such as a language course, work training or other activities that facilitate integration.

The duration of the integration plan is individual. Work experience, educational history and one's own targets, influence the duration of support you may need.

You can get an integration benefit during the period of your participation in the measures recorded in the integration plan.

For further information about the integration plan consult the Infobank website at (www.infopankki.fi/).

Employment and Economic Development Office (TE-Office)

Sastamalan työ- ja elinkeinotoimisto (TE-toimisto)
(Sastamala Employment and Economic Development Office (TE-Office))
Puistokatu 10, 38200 Sastamala
Telephone 0295 045 501 (job seekers) on weekdays at 9-16 (on Thursdays at 10–16)
Telephone 0295 045 502 (work-permit issues) at 9-11
www.te-palvelut.fi or www.toimistot.te-palvelut.fi/sastamala

Open on weekdays 9.00 - 15.45 (closed 11.30 - 12.30) hrs.

When you start job seeking, go and get registered as a job seeker in the TE Office. In the TE Office you are advised on how to seek for a job.

In that office you get information about jobs, work training places, vocational orientation and education, and entrepreneurship activities.

You get information about jobs in the area and how to become familiar with various professions.

In the TE Office you get also get information about the possibilities to get support, if you are unemployed or in work training. You can get an initial survey and integration plan at the TE Office (see Initial survey and Integration plan).

Tax Office

Sisä-Suomen verotoimisto (Inner-Finland Tax Office)

Postal address: PL 705, 33101 Tampere

Visit address: Hatanpään valtatie 36, Tampere

Telephone 020 612 000

www.vero.fi

Open on weekdays 9.00 – 16.15 hrs. (In summer from June 1 to August 31 9.00 – 15.00 hrs.)

In Finland, you have to pay taxes on all income. The social services in Finland are financed through taxes. These services include for instance social benefits and health care.

In the Tax Office you can ask for advice concerning taxation and tax issues such as the tax card.

You need a tax card when you start working. Give your tax card to your employer when you start a new job.

You need a Finnish identification number when you apply for a tax card. You get your first tax card from the Tax Office. Thereafter, the tax card is sent to your home every year.

The employer makes a tax deduction directly from the salary. Income tax is the tax, which is deducted from the salary.

Banks

In Finland, the salary, bills and other payments are handled through the bank. You need a passport or an identity card to open a bank account.

Take your passport and your personal identification number, if you have it already, with you to the bank. Some of the banks available to you are Nordea, Danske Bank and Osuuspankki. You can withdraw cash from the 'Otto' cash machines with a bank card from any of the banks.

In Finland, the most common way to transfer money and pay bills is to do it online from the bank's website. If you want to get the electronic access codes to access online banking, you need an identity card that you can obtain from the police. The electronic access codes are used in Finland for electronic identification when handling issues online, for instance on Kela's website.

Bills can also be paid at the bank's cash machines. The banks also have Internet terminals for their clients to utilize the electronic banking system. Using cash to pay your bills at the cash desk in the bank will cost you a fee.

Social services

Sosiaalikeskus (Social Centre)
Aarnontie 2 A (City Hall, 1st floor)
PL 23, 38201 Sastamala
Telephone 03 5213 4114

www.sastamala.fi > Palvelut > Sosiaalipalvelut

Information and Advice Service is open on weekdays between 9.00 - 11.30 and 12.30 - 14.00 hrs.

At the Social Centre you can get guidance and advice through various life situations. It is also possible to apply for living allowance in the municipal social centre if your individual or family income is not sufficient for your daily cost of living. The municipal social centre also assists in issues relating to the integration of immigrants.

Health care services

Pääterveysasema (Main health care centre)

Itsenäisyudentie 2 C, 38200 Sastamala

Telephone 03 52 101

Calling hours: from Monday to Thursday at 8.00 - 16.00, on Fridays and holiday eves at 8.00 - 15.00

www.sotesi.fi

Health care services are provided by the health care centre, hospital and private medical centres.

When you need to see the doctor or nurse, call the telephone operator at the health care centre and make an appointment. You can also contact the health care centre, when you have a toothache or mental health problems.

At the hospital, you have the possibility to get treatment by a specialized doctor. If you need treatment at the hospital, you have to obtain a referral letter from a health care centre or a private doctor first.

In urgent cases contact the emergency service. At the emergency service the patients are examined according to the order of urgency. The admission to the emergency service is through the entrance of the emergency service of the Vammala Regional Hospital (on the Tampereentie side). Call the nurse before going to the emergency service on telephone number 03 3116 2210.

If you need an ambulance, call the general emergency number 112.

Dental care

To make an appointment:

Telephone 03 5210 2550

- From Monday to Thursday at 8.00 - 15.00
- On Fridays at 8.00 - 13.30

Pharmacy

At the pharmacy you can buy medicines. In Sastamala, there are many pharmacies. At the health care centre you can ask, which pharmacy you can go to.

The pharmacy on duty is open longer than the other pharmacies.

Housing

You can look for an apartment in newspaper advertisements, on the Internet or on information boards. You can also ask your friends about apartments. You can live in a rented flat, buy an apartment or you can live in an apartment where you have the right of occupation.

In a rented flat you pay the rent every month. You can apply for a municipal rented flat in the Municipal Housing Agency.

To buy your own apartment you can apply for a loan from the bank. For a condominium you pay every month a charge, which is lower than the rent.

When you have an apartment with the right of occupation, you pay only a part of the price of the apartment and a monthly occupation fee.

Concerning the municipal rented flats and estates, you can obtain information about them from the Housing Secretary.

Sastamalan Tilakeskus (Sastamala Premises Centre)
Aarnontie 2 A (City Hall, 2nd floor)
PL 23, 38201 Sastamala
Housing Secretary: telephone 040 138 2058
www.sastamala.fi > Palvelut > Asuminen

Post

Sastamalan pääposti (Sastamala's Main Post Office)
Puistokatu 1, 38200 Sastamala
Puhelin 020 071 000
www.posti.fi

Open on weekdays 9.00 - 18.00 hrs.

By post you can send and receive packages and letters.

Children and young people

Children's day care and early education

Päivähoitotoimisto (Day Care Office)
Kasvatus- ja opetuskeskus (Education and Teaching Centre)
Asemakatu 9, 38210 Sastamala
Regional Director of Early Education: telephone 050 570 7666
www.sastamala.fi > **Palvelut** > **Lapset ja nuoret** > **Varhaiskasvatus**

The Day Care Office is open during the week from 9.00 - 15.00 hrs.

When you start working or studying, you can apply for a day care place for your child.

The day care place has to be applied for, four (4) months before the actual starting of day care.

If you suddenly start working or studying and you have not been able to anticipate the need for day care, you have to apply for the day care place at the latest two (2) weeks before the actual starting of day care.

For further information about day care issues consult the Day Care Office or search the internet.

Preschool education

The child has the right to get free preschool education one year before the starting of compulsory education. Compulsory education means that all children aged 7 - 16, who permanently live in Finland, are obliged to study.

In Sastamala, preschool education is organized in the day care centres' or schools' preschool education groups.

The application for a place in preschool is made through the Day Care Office.

Comprehensive education

Kasvatus- ja opetuskeskus (Education and Teaching Centre)

Asemakatu 9, 38210 Sastamala

Service Secretary: telephone 040 1382 011

Chief of Comprehensive Education: telephone 040 0913 279

www.sastamala.fi > Palvelut > Lapset ja nuoret > Perusopetus

In Finland, each child has to complete 9 years of comprehensive school. The comprehensive school is free of charge.

Immigrant children can receive supportive education (i.e. preparatory education, Finnish as the second language which also known as S-2 education). Children can also get taught their own mother tongue and religion, if there are a sufficient number of students of the same mother tongue or religion.

You can get more detailed information about the comprehensive schools from the Education and Teaching Centre of Sastamala city.

Secondary education

After the comprehensive school, it is possible to study for a profession in vocational schools or to continue in a high school. Higher education is provided at universities of applied sciences and other universities. After the age of 17, full-time students can get financial aid during their studies.

Upper secondary school

Sastamalan verkostolukio (Sastamala Network High School)
Marttilankatu 20
38200 Sastamala
Principal of the Network High School: telephone 040 1471 992
www.sastamalanverkostolukio.fi

The Sastamala High Schools Network includes Mouhijärvi Upper Secondary School, Vammala Upper Secondary School and Äetsä Sarkia Upper Secondary School.

The upper secondary schools provide education for the young as well as the adults. The upper secondary schools also provide a vocational training section and the possibility to study distance as well as online.

Vocational education

Sastamalan koulutuskuntayhtymä - SASKY (Sastamala Educational Municipality Group)

Ratakatu 36, 38210 Sastamala

Telephone 03 52 121

www.sasky.fi

Upper level vocational education is organized in Sastamala by the Sastamala Educational Municipality Group, which also organizes adult education. The schools of the Sastamala Educational Municipality Group are located in Huittinen, Hämeenkyrö, Ikaalinen, Kihniö, Kokemäki, Mänttä-Vilppula, Parkano and Sastamala.

Sastamalan opisto (Sastamala Institute)

Onkiniemenkatu 1, 38200 Sastamala

Telephone 040 138 2033

www.sastamalanopisto.fi

The office is open during the week from 8.00 - 15.00 hrs.

The Sastamala Institute offers various courses. For further information, consult the Institute's website.

The Sastamala Institute sends a presentation brochure yearly to all the homes located in the region.

If you are unemployed, you can get an Active Card. The Active Card gives you the right to attend, free of charge, nearly all the courses offered at the institute.

Karkun evankelinen opisto (Karkku Evangelic Institute)

Mainiementie 50, 38100 Sastamala

Telephone 03 513 4151

Email address: toimisto@keokarkku.fi

www.keokarkku.fi

The office is open during the week from 9.30 - 15.00 hrs.

In the Karkku Evangelic Institute you can study comprehensive and upper level education and also improve on the marks that you may have got from your earlier studies.

Leisure time

In Sastamala, there are many organizations with all kinds of activities that you can take part in. Such organizations include for instance Sastamala 4H-federation, Red Cross and several scout troops. You can find more information on the internet.

Youth services

Asemakatu 9, 38210 Sastamala

Telephone 050 520 4218

www.sastamala.fi > Palvelut > Lapset ja nuoret > Nuorisotyö

In Sastamala, various leisure and youth activities are organized for children and youth between the ages of 6 and 19 years old.

Activities include for instance youth community centre activities, clubs, events and camps.

Services of physical activities

Physical Activities Secretary: telephone 050 597 1464

www.sastamala.fi > Palvelut > Liikunta

In Sastamala, you can take part in several different physical activities both indoors and outdoors. The best way to find more information about the various options is to search internet.

Cultural services

Kulttuuritalo Jaatsi (Cultural Centre Jaatsi)

Gallen-Kallelan katu 1, 38210 Sastamala

Service Secretary of Cultural Activities: telephone 040 712 8173

www.sastamala.fi > Palvelut > Kulttuuripalvelut

The office is open on Thursdays and Fridays from 9.00 - 15.00 hrs.

The Cultural Centre organizes art exhibitions, small concerts, various cultural events and music education.

Library

Sastamalan pääkirjasto (Sastamala Main Library)

Sillankorvankatu 1, 38210 Sastamala

Telephone 040 138 2040

www.sastamala.fi > Palvelut > Kirjasto- ja tietopalvelu

Open on weekdays 10.00 - 19.00, Saturdays 10.00 - 14.00 (on public holiday eves 10.00 - 15.00 hrs.)

In the library you can read books and newspapers. You can also find books in plain Finnish.

You can also utilize a computer and the internet free of charge.

From the library you can get a library card. Once you have a library card you can borrow books, films and music from the library.

In addition to the main library you can find other library annexes and a mobile library in the Sastamala area.

Parish

Sastamalan seurakunta (Sastamala Parish)

Parish Office

Aittalahdenkatu 12, 38200 Sastamala

Telephone 03 521 9090

www.sastamalanseurakunta.fi

The mass in the Tyrvää Church at the Kirkkokatu Street is on Sundays at 10.00.

Travelling

Bus

Sastamalan matkahuolto (Sastamala Travel Services)
Puistokatu 11, 38200 Sastamala
Travel Services: telephone 0200 4000
Package Services: telephone 020 710 5368
www.matkahuolto.fi > Matkapalvelut

Open on weekdays 08.00 - 17.00hrs.

Train

Vammalan rautatieasema (Vammala Railway Station)
Asemakatu 25 B, 38210 Sastamala
Telephone 0600 41 900
www.vr.fi

Taxi

Sastamala Taxi: telephone 020 038 200
Sastamala Area Taxi: telephone 010 320 1020

Travel counselling

Matkailuneuvonta (Travel Counselling)
Marttilankatu 10, 38200 Sastamala
Telephone 0400 229 142
Email address: matkailu@sastamala.fi
www.sastamalanseudulle.fi

Where to find further information?

Migration Info Centre (Mainio)

Tuomiokirkonkatu 12
33100 Tampere
Telephone 040 806 2526
Telephone 040 806 2527
maahanmuuttajainfo(at)tampere.fi
www.facebook.com/tampereenmaahanmuuttajaneuvonta

The Migration Info Centre (Mainio) operates in Tampere. You can get guidance and advice on matters to do with, for instance, housing, working, education, residence permits and issues relating to social and health care services from the Migration Info Centre.

There are twelve advisors that can assist in 17 different languages at the Migration Info Centre. All advisors can also assist using the Finnish language.

This service is free of charge and available to everyone irrespective of background or the reasons of coming to the country. There is no need to make an appointment.

Infobank

At www.infopankki.fi - you can find important information on the Finnish society and its different services, and on Finnish work life and education. Infobank information is provided in 15 different languages: Finnish, Swedish, English, Russian, Estonian, French, Somali, Spanish, Turkish, Albanian, Chinese, Kurdish, Persian, and Arab.

Internet-addresses

In this brochure:

www.sastamala.fi

www.poliisi.fi

www.maistraatti.fi

www.kela.fi

www.te-palvelut.fi

www.vero.fi

www.sotesi.fi

www.posti.fi

www.sastamalanverkostolukio.fi

www.sasky.fi

www.sastamalanopisto.fi

www.keokarkku.fi

www.sastamalanseurakunta.fi

www.matkahuolto.fi

www.vr.fi

www.tampere.fi/perhejasosiaalipalvelut/maahanmuuttajat/neuvonta

www.infopankki.fi

Others:

www.finnishcourses.fi

www.migri.fi

www.vaestoliitto.fi

www.punainenristi.fi

www.pakolaisneuvonta.fi