

# TE Services at the International House Helsinki Summer 2024

» **TE Office** has a service desk at the International House Helsinki (IHH, Lintulahdenkuja 2 D). Normal opening hours: Mon–Fri 9.00-12.00 and 13.00-16.00. You can visit the service desk without an appointment.



**Please note:**

**From June 24<sup>th</sup> to July 31<sup>st</sup> TE Office service desk at IHH is CLOSED.**

**Remote guidance for IHH clients:**

While our IHH service desk is closed in June and July, you can contact us:

📞 **By telephone:** +358 295 025 500 (fi) and 0295 020 713 (en) (Mon–Fri 9.00-12.00)

✉️ **By email:** [ihh@te-toimisto.fi](mailto:ihh@te-toimisto.fi)  
*Please do not include any confidential or sensitive information in your first email.*

» **TE Offices in Helsinki area:**  
You can visit the TE offices in the Helsinki area without an appointment. Normal opening hours: Mon–Fri, 9.00–16.00.

- **Pasila:** Ratapihantie 7, Helsinki (Entrance from the Veturitori side)
- **Espoo:** Sello Shopping Centre, Leppävaarankatu 3–9 (2<sup>nd</sup> floor, on the side of the railway station)
- **Vantaa:** Vernissakatu 1, Tikkurila (5<sup>th</sup> floor)

» **Services for Employers:**  
<https://ihhelsinki.fi/employers/>

» **HOW TO REGISTER AS A JOBSEEKER?**

We recommend filling an **online form** to register as a jobseeker in:  
<https://asiointipalvelu.ahtp.fi/forms/1>  
(available in Finnish, Swedish and English).

Please fill the form carefully and note that looking for fulltime work is required for receiving unemployment benefit. When you need to choose a TE Office from the list, please choose 'Uudenmaan TE-toimisto'. Make sure that you receive an email confirmation after submitting the form!

Filling the form does not require online banking codes or other methods of strong identification. This means that you need to **verify your identity** separately. You can do that by visiting a TE Office service point. Please bring your passport or other valid ID and residence permit with you.

If you do not have a chance to fill the form online or need help in filling it, it is also possible to fill a **paper form** at one of the TE Office service points. The staff is there to help you in the registration process.

💡 **Please note:** If you are **not** a citizen of an EU/EEA country or Switzerland, you must have a valid **residence permit** to register as a jobseeker.

**What happens after the registration?**

You will get your own **case worker** at the TE Office or your home city employment services. They will contact you shortly after you have registered.

A **labour policy statement** about your right for unemployment benefit will be issued. Please note that unemployment benefit must be applied separately by sending an application to KELA (or your unemployment fund). More information: [www.kela.fi/web/en/unemployment](http://www.kela.fi/web/en/unemployment)

**Public Employment and Business Services / TE Office**

**E-Services 24/7**  
[www.jobmarket.fi](http://www.jobmarket.fi)

Uusimaa TE Office registry  
Postal address: P.O. Box 1003, 00520 HELSINKI

Secure email: <https://turvaviestite-toimisto.fi/>  
Email: [kirjaamo.uusimaa@te-toimisto.fi](mailto:kirjaamo.uusimaa@te-toimisto.fi)

Personal customers, national phone services in English: +358 295 020 713  
Henkilöasiakkaat, valtakunnallinen puhelinpalvelu: +358 295 025 500  
Telefonservice för personkunder: +358 295 025 510  
Русскоязычная телефонная служба для индивидуальных клиентов: +358 295 020 715  
Advice on unemployment allowance: +358 295 020 701