

BEFORE THE VISIT

- 1. Fill in the online [Registration Form](#) carefully.** We encourage you to indicate on the Registration Form the schools that you would like to visit (up to 3). You can find the **registered schools in Google Maps [through this link](#)**. In case we cannot match you with the schools you listed, we will do our best to match you with another suitable school.
- 2. After sending the Registration Form, we will handle it as soon as possible.**
Please, remember that signing up for the programme does not yet guarantee the visit to take place – but of course we do our best to find a school for everybody.
- 3. When the school has been found, you will receive an email from us!**
The email will bring you together with the teacher / school.
- 4. Contact the teacher**
You have now received the information of the welcoming school and teacher. Contact the teacher by email or phone as soon as possible to agree on the details of the visit. Most likely, the teacher will have some suggestions concerning your role and tasks during the lesson/visit. Please feel free to tell her/him your own ideas and wishes too! Teaching in Finland is autonomous, flexible and informal, and usually teachers appreciate new ideas and input. If you have any questions concerning your visit, do not hesitate to ask the teacher! It is important that you feel confident which makes it possible to get the most out of your school visit!
- 5. Prepare your class carefully**
The content of your visit will be agreed together with the responsible teacher, but it is a good idea to give a thought for e.g. the following topics beforehand: How could you present your home country? What is it like to go to school in your home country? Do you have some special materials you could use? (Brochures, photos, music etc.) You can also try to contact your home country's embassy in Finland, in case you need some extra information or some materials.
- 6. Finding the way**
Make sure you know how to reach the school and how much time it requires - well in advance. In case you have difficulties in finding the route to the school, you can ask the teacher to help you. If you travel outside your city/town, Erasmus in Schools will reimburse your ticket using the student ticket rates. See number 11 for further information.

Journey Planner for commuting at the capital area: www.reittiopas.fi/en/

Long-distance travel options:

Railways: www.vr.fi

Bus routes: www.matkahuolto.fi/en/ ; www.onnibus.com/en/index.htm

Continues on the next page!

DURING THE VISIT

7. Remember to be on time at the school

Write down the teacher's phone number in case you need to contact her/him before the class.

8. Enjoy your visit!

Remember that you don't need to be the actual teacher, but a special visitor who offers the pupils a different kind of a class. By visiting the school, you will encourage them to get to know new people from different countries and cultures. You will get the chance to present your home country to Finnish youth and hopefully to spark their interest in it! The visit is also an opportunity for you to follow Finnish school lessons and see how the students here in Finland study.

9. If you travel outside your own city, please remember to **keep safe all the travel receipts** in order to receive the reimbursements later. See number 11 for further information.

AFTER THE VISIT

10. Fill in the online Report Form at: <https://www.webropolsurveys.com/S/8F2D6408E26DFFB3.par>

- After receiving your report online, we will send your Certificate of Participation by email.

11. If you traveled outside your own city, fill in the **Invoice for Travel Expenses**.

- Please notice that the travels will be reimbursed using the **student ticket rates**.
- Download the Invoice for Travel Expenses form (.doc) at www.ErasmusInSchools.fi
- Carefully **fill in** the form electronically, make sure to provide correct IBAN and BIC codes.
- **Print out** the form and **sign it** using a blue pen.
- Attach the original travel tickets and receipts.
- **Post** the signed form and the **original** travel documents and receipts to the following address:
Opetushallitus / Erasmus in Schools, Tunnus 5021492, 00003 VASTAUSLÄHETYS
- No need for postage stamps: the recipient pays the postage ("vastauslähetys" means "reply mail").

Please share your Erasmus in Schools experience in Facebook: [Erasmus in Schools!](#)



If you have any questions, please do not hesitate to contact us: ErasmusInSchools@oph.fi