



INTERNATIONAL TUTOR TASKS

BEFORE THE STUDENTS ARRIVE

- Contact your tutees via email introducing yourself and how you can help them
- Answer questions that the tutees might have about anything related to living and studying in Vaasa
- Keep in touch with your tutor group; create a WhatsApp/FB/Signal etc. group where they can also get to know each other
- You can meet them online before they arrive if you like



WHEN THE STUDENTS ARRIVE

- Students have to inform the International Office when they arrive and if we need to get their keys before that – remind them to inform!
- Participate on the Official Arrival Days and meetings before that
- Meet your tutees and show them around the apartment, help to fill in the apartment card
- Show them the closest grocery store, and tell where they can buy furniture, pillows, blankets etc.
- Participate on the Orientation Days
- Organise a group meeting where your tutees can meet each other



WHEN THE SEMESTER STARTS

- Show the students around university and show where they can study, print, where is the exam room etc.
- Show them how the cafe and how lunch work (only one lunch option, what is included)
- Organise a computer training during the Orientation Days
- Be a tour guide and take your tutor group around the campus and the city
- You can meet with other tutors and their tutor groups to help the new students to meet each other



DURING THE SEMESTER

- Answer questions that the tutees might have, or direct them to the right people
- Advice them in emergency cases, or help them to find a person to contact (when in doubt, contact the International Office!)
- Hold events for the exchange students successfully and send a report to the International Office afterwards
- Inform your tutor group about the events and anything additional
- Keep in touch with the International Office

WHEN THE SEMESTER ENDS

- Participate on the Farewell Party
- Help your tutee to sell/donate their furniture and bikes if needed
- Make sure you have submitted a report from the event(s)
- Meet your tutor group once more to say goodbye!

