

Personal data (Please use block letters) ** Not needed if fee recipients

Last name		First names	
Preferred name if different than above (aalto.fi address is generated based on the preferred name.)			
Last name		First name	
Finnish national ID (Please provide date of birth (DD.MM.YYYY) if you do not have Finnish national ID)			
Home address in a country of permanent residence			
Postal code and city		Country	
Street address in Finland during the visit (if permanently residing outside Finland) **			
Postal code and city **			
Home telephone number in international format (e.g. +358 ...) (Please prefer mobile phone.)			
E-mail address (different than aalto.fi)			
Gender		Highest degree	ECTS credits earned
<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other	
Home country		Nationality	Dual citizenship

Please fill out if you are subject to taxation at source.

TIN-code (Taxpayer Identification Number)	Taxation country
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Please fill out if you are currently a student at Aalto University

Student number	
<input type="checkbox"/> I hereby give consent to the employer to collect and process personal data stored in Aalto University student register during the employment relationship. The consent covers data that is directly necessary for managing the employment relationship. Such data can be data of study rights, enrolment, graduation, completed degrees and study attainments. Such data can also be the name of a doctoral student's professor in charge and a doctoral student's classification to a full-time or part-time student. The completed degrees can be stored in the HR personal data system.	
<input type="checkbox"/> I do not give consent.	

The employee reports his bank account primarily on the Workday system. If you wish to make a payment to a non-SEPA country and non IBAN account, you can enter your bank details here. Information marked with * are needed if account is not in SEPA country and not in IBAN format.

Name of the bank *	Bank address needed in case of international payments *
Postal code and city *	Country *
Bank account number	SWIFT/BIC code
Clearing/routing or transit numbers (required if the account is in Canada or the USA) *	
Correspondent bank. Please provide bank details as accurately as possible. *	
Bank accounts which do not accept Euros, need to be processed differently. *	
<input type="checkbox"/> The bank account does not receive payments in euros.	

Foreign employees also enclose a copy of the passport and a copy of the residence permit / visa (if non-EU/ETA citizen). Not needed in a case of fee recipient.

Tax card is delivered to the Aalto University Payroll.

Aalto University uses the personal details provided on this form to fulfil its legal obligations as an employer.

