

INTERNATIONAL STUDENT WHO IS A CITIZEN OF THE EUROPEAN UNION

An international student who is a citizen of a Member State of the European Union, a state which is a contracting party to the EEA Agreement or the Swiss Confederation (hereinafter EU citizen) will first visit a city district registration department. The student's local place of residence will be registered there and they will be issued a personal identification code. This is necessary in order to take advantage of several local services, for example, free public transport in Tallinn. The personal identification code will be sent to the applicant's e-mail address within 10 working days. The registrar who has accepted the applications will provide more detailed information.

You must bring along a personal identification document ([passport or ID card](#)) and a copy of the lease contract even though you can also register your place of residence with the permission of the owner of the dwelling. If the person is not the owner of the dwelling indicated in a notice of residence, the person shall append to the notice of residence a copy of the document certifying his or her right to use the dwelling (e.g., tenancy contract) or a written consent of the owner of the dwelling (signature on the notice of residence or permission stated in a separate document) to enter the data specified in the notice of residence in the population register. If a person wishes to enter the address of a dwelling that is on common ownership in the population register, the consent of all co-owners or their representatives must be attached to the notice of residence. If there is an agreement of use for the commonly owned property between the owners, a document proving the agreement between the co-owners shall be appended to the notice of residence instead of the statement of permission.



The forms for the personal identification code application and the notice of residence are available here:

https://www.riigiteataja.ee/aktilisa/1080/1201/9011/SIM_03012019_m1_Lisa1.pdf#

https://www.riigiteataja.ee/aktilisa/1080/1201/9012/SIM_03012019_m2_Lisa2.pdf#

These forms should be printed out, completed beforehand, and brought to the registration department, since this will significantly speed up the course of the proceedings.

The registration department does not have to be located within your place of residence - you may visit any of the ones listed below.

The forms printed out for completion in advance must be double-sided (not on two separate sheets).

After you have obtained your personal identification code and registered your place of residence, you must visit the Police and Border Guard Board service office within 30 days, where you will be issued an Estonian ID card within one month, at the latest.

More detailed information:
<https://www2.politsei.ee/en/teenused/elamisoigused/>

It is recommended that you print out and complete the documents in advance, which will help to speed up the course of the proceedings at the service office.

NB! Please make sure and note that once you leave Estonia, for example, you return home, you will need to complete the residence form once again. Simply marking the country and the city where you will be going on the residence form is sufficient. This can also be done by post.

More detailed information can be found here:

www.tallinn.ee/eng/Teenus-Changing-the-residence-address-in-the-Population-Register



INTERNATIONAL STUDENT ORIGINATING FROM OUTSIDE OF THE EUROPEAN UNION

International students originating from outside the European Union, who are legally present in Estonia (for example, are here with a visa or on a visa-free basis or with a residence permit from another European Union Member State), may apply for an Estonian residence permit. To do so, the student must personally visit one of the service offices of the Police and Border Guard Board, where they will submit an application to receive a residence permit. They will be issued a residence permit card. The residence permit proceedings may take up to two months; in addition, printing of the residence permit card may take up to 30 days. Exchange students who come to Estonia for a period shorter than one year (for example, a single semester) must apply for a long-stay (D) visa. They are not required to register their place of residence and any rights and/or obligations connected with a residence permit do not extend to them.

The documents required for applying for a residence permit are listed on the website of the Police and Border Guard Board: www2.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/oppimiseks/index.dot. It is recommended that you print out and complete the documents in advance, since this will speed up the course of the proceedings at the service office. The addresses and opening hours of service offices are provided below, along with contact information for the information telephone service (also available in English).

Once you have received your residence permit, you must visit the registration department of a city district administration. This does not have to be the registration department in your place of residence, but may be any of the registration departments listed below. Your local place of residence will be registered there. This is necessary in order to use various local services, for example, the free public transport in Tallinn.

You must bring along a personal identification document (**passport or ID card**), residence permit and a copy of the lease contract to the registration department, even though you can also register your place of residence with permission from the owner of the dwelling. If the person is not the owner of the dwelling indicated in a notice of residence, the person shall append to the notice of residence a copy of the document certifying his or her right to use the dwelling (e.g., tenancy contract) or a written consent of the owner of the dwelling (signature on the notice of residence or permission stated in a separate document) to enter the data specified in the notice of residence in the population register. If a person wishes to enter the address of a dwelling that is on common ownership in the population register, the consent of all co-owners or their representatives must be attached to the notice of residence. If there is an agreement of use for the commonly owned property between the owners, a document proving the agreement between the co-owners shall be appended to the notice of residence instead of the statement of permission.



The form of the notice of residence should be printed out and completed beforehand, since this will significantly speed up the course of proceedings in the registration department.

The forms printed out for completion in advance must be double-sided (not on two separate sheets).

The English form of the notice of residence is available at:
www.rigiteataja.ee/aktilisa/1080/1201/9012/SIM_03012019_m2_Lisa2.pdf#.

NB! Please make sure and note that once you leave Estonia, for example, you return home, you will need to complete the residence form once again. Simply marking the country and the city where you will be going on the residence form is sufficient.

More detailed information can be found here:
www.tallinn.ee/eng/Teenus-Changing-the-residence-address-in-the-Population-Register

Addresses and opening hours of registration departments:

Haabersti District Administration,
Ehitajate tee 109a, phone +372 640 4815

Mon (08:15^{am} to 12^{pm}) (2^{pm} to 5:30^{pm})

Tue (08:15^{am} to 12^{pm}) (2^{pm} to 4:30^{pm})

Wed No reception on Wednesdays

Thu (08:15^{am} to 12^{pm}) (2^{pm} to 4:30^{pm})

Fri (08:15^{am} to 12^{pm})

Kristiine District Administration,
Tulika 33b, phone +372 645 7127

Mon (08:15^{am} to 12^{pm}) (2^{pm} to 5:30^{pm})

Tue No reception on Tuesdays

Wed (08:15^{am} to 12^{pm}) (2^{pm} to 4:30^{pm})

Thu (08:15^{am} to 12^{pm}) (2^{pm} to 4:30^{pm})

Fri (08:15^{am} to 12^{pm})

Lasnamäe District Administration,
Pallasti 54, phone +372 645 7730

Mon (08:15^{am} to 12^{pm}) (1^{pm} to 6^{pm})

Tue (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Wed (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Thu (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Fri No reception on Fridays

Mustamäe District Administration,
E. Vilde tee 118, phone +372 645 7500

Mon (08:15^{am} to 12^{pm}) (1^{pm} to 5:30^{pm})

Tue (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Wed No reception on Wednesdays

Thu (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Fri (08:15^{am} to 12^{pm})

Nõmme District Administration,
Valdeku 13, phone +372 645 7333

Mon (08:15^{am} to 6^{pm})

Tue (08:15^{am} to 5^{pm})

Wed (08:15^{am} to 5^{pm})

Thu (08:15^{am} to 5^{pm})

Fri (08:15^{am} to 2:15^{pm})

Pirita District Administration,
Kloostri tee 6, phone +372 645 7641

Tue, Wed, Fri – by agreement (+372 645 7641)

Mon (08:15^{am} to 12^{pm}) (2^{pm} to 6^{pm})

Thu (08:15^{am} to 12^{pm}) (2^{pm} to 5^{pm})

North Tallinn District Administration,
Niine 2, phone +372 645 7057

Mon (08:15^{am} to 12^{pm}) (1^{pm} to 5:30^{pm})

Tue (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Wen No reception on Wednesdays

Thu (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Fri (08:15^{am} to 12^{pm})

City Centre District Administration,
Pärnu mnt 9, phone +372 645 7855

Mon (08:15^{am} to 12^{pm}) (1^{pm} to 6^{pm})

Tue (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Wen No reception on Wednesdays

Thu (08:15^{am} to 12^{pm}) (1^{pm} to 4:30^{pm})

Fri (08:15^{am} to 2^{pm})

Tallinn City Office,
Vabaduse väljak 7, phone +372 640 4457

Mon (08:15^{am} to 12^{pm}) (1^{pm} to 5^{pm})

Tue (08:15^{am} to 12^{pm}) (1^{pm} to 5^{pm})

Wed (08:15^{am} to 12^{pm}) (1^{pm} to 5^{pm})

Thu (08:15^{am} to 12^{pm}) (1^{pm} to 5^{pm})

Fri (08:15^{am} to 2^{pm})

Tallinn Vital Statistics Department,
Pärnu mnt 67, phone +372 645 7481

Mon (9^{am} to 1^{pm}) (2^{pm} to 5:30^{pm})

Tue (1^{pm} to 5^{pm})

Wed (9^{am} to 1^{pm}) (2^{pm} to 5^{pm})

Thu (9^{am} to 1^{pm}) (2^{pm} to 5^{pm})

Fri (9^{am} to 1^{pm})

Addresses and opening hours of Police and Border Guard Board service offices:

P. Pinna 4, 13615 Tallinn

Reception:

Mon-Thu 9^{am} to – 7^{pm}

Fri 9^{am} to – 5^{pm}

Information phone: +372 612 3000

A. H. Tammsaare tee 47, 11316 Tallinn
(entry from Tammsaare tee)

Reception:

Mon-Thu 9^{am} to – 7^{pm}

Fri 9^{am} to – 5^{pm}

Information phone: +372 612 3000

NB!

In order to submit a residence permit application you will need to make an appointment with the Police and Border Guard Board service office, either via their website <https://broneering.politsei.ee/> or by calling **Client Information on 612 3000**. Information is also available in English from this number. In addition, the immigration advisers of the Police and Border Guard Board can help you at the address www.politsei.ee/et/teenused/migratsiooninoustajad/. You will need to visit the service office in person.

After registering your place of residence and receiving your ID card or residence permit, you should personalise your ISIC card or Ühiskaart, the so-called green card, in order to be able to take advantage of free public transport in Tallinn. More detailed information: www.tallinn.ee/eng/pilet/, personalisation of the ISIC card: <https://tallinn.pilet.ee/tickets/isic>. The green card can also be obtained and personalised at many points of sale: <https://tallinn.pilet.ee/pages/retailers>.

You are welcome to study in Tallinn!

