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RESIDENCE PERMIT APPLICATION FOR EMPLOYMENT

This residence permit application form is for you if you are coming to Finland to work for a Finnish employer or other employer operating in Finland and you have signed an employment agreement or accepted a binding job offer. This form is for applying for a residence permit for workers and other work-based residence permits for which there is no separate form (see forms OLE_TY2/Special expert, OLE_TY3/Internship and OLE_TY4/Sports or sports coach). A residence permit for workers is contingent on consideration related to availability (Aliens Act, section 72(1)).

An employer may use this form to file an application for a residence permit for workers on behalf of an employee. However, an employer may not apply for any other work-based residence permits.

Carefully fill in and sign the application. Incomplete information will delay the processing of the application and may lead to its rejection.

An application may be submitted to a Finnish diplomatic mission abroad or to the local police in Finland. A processing fee will be collected when the application is submitted, according to the Decree on charges. Read the instructions for filling in the form at www.migri.fi → English → Application forms. Clarifications that you need to append to your application are listed in Section E of this form.

I am applying on my own behalf (employee) for ☐ a first residence permit ☐ an extended permit
or
I am applying on my employee's behalf (employer) for ☐ a first residence permit ☐ an extended permit
and hereby submit the following information for the processing of the application:

SECTION A

1 Information on employee

1.1 Personal data

Family name			
First names			
Former names (please give all combinations of first names and family names that you have used previously)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
Current citizenship(s)			
Former citizenship(s)			
Date of birth (dd.mm.yyyy)		Latter part of Finnish personal identity number (if applicable)	
Country and place of birth			
Marital status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Cohabitation <input type="checkbox"/> Registered relationship between two people of the same gender			
Occupation and/or training			
Mother tongue		Transaction language in matters related to this application <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English	

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1.2 Information on passport or other travel document	
<input type="checkbox"/> Passport no.	
<input type="checkbox"/> Official or diplomatic passport no.	
<input type="checkbox"/> Refugee's travel document no.	
<input type="checkbox"/> Alien's passport no.	
<input type="checkbox"/> Other, specify type and number	
Country and authority of issue	
Date of expiry	See instructions: Effect of passport validity on residence permit.
<input type="checkbox"/> No valid passport (details to be provided in section 6)	
1.3 Employee's contact information for processing and deciding on the application	
If your contact information changes, immediately notify the authority that received your application.	
Street address	
Post code, city/town	Country
Telephone number	E-mail
Contact information in Finland if different from above	
Address (street address, post code, city/town, country)	
Telephone number	E-mail
Place of transaction and notification abroad. Please state the Finnish mission abroad with which the employee is in contact regarding matters related to this application.	
1.4 Beginning and duration of residence in Finland	
To be filled in when applying for a first residence permit.	
Proposed time of moving to Finland	Proposed time of starting work (if different from time of moving to Finland)
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If the employee is already in Finland and is applying for a first residence permit, the employee must fill in a response to refusal of entry (form MP_1) and append it to the application.	
How long does the employee intend to stay in Finland?	
2 Information on the employee's family members	
2.1 Spouse <input type="checkbox"/> No spouse	
Family name	First names
Former names	

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Date of birth (dd.mm.yyyy)		Latter part of Finnish personal identity number (if applicable)	
Country and place of birth			
Current citizenship(s)			
Spouse <input type="checkbox"/> Is in Finland <input type="checkbox"/> Is applying for / intends to apply for a Finnish residence permit <input type="checkbox"/> Will not move to Finland			
2.2 Underaged children		<input type="checkbox"/> No children	
Please declare all the employee's underaged children regardless of whether you are applying for a Finnish residence permit for them or not. There is a separate application form for children's residence permits. See www.migri.fi → English → Application forms → Family ties.			
First name	Family name	Date of birth	
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application

If you have more than five children, enclose the information on the remaining children in a separate appendix.

SECTION B

3 Information on the employer	
3.1 Contact information	
Name	
Business ID	
Street address	
Post code, city/town	Country
Address and name of workplace where the employee will be employed	
Postal address of workplace (if different from the above)	
3.2 Contact person (a person who can give further information regarding the application on behalf of the company)	
Name	

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Telephone number	E-mail
Job or position in the employer's organization	

If the application is being submitted by the employer, please also include the following:

3.3 Information on the party filing the application, if different from above	
Name	
Telephone number	E-mail
Job or position in the employer's organization	
3.4 Information on the employer company	
Net sales of the company (according to the most recent financial statement)	
<input type="checkbox"/> EUR 1 – 199 999	
<input type="checkbox"/> EUR 200 000 – 399 999	
<input type="checkbox"/> EUR 400 000 – 999 999	
<input type="checkbox"/> EUR 1 000 000 – 1 999 999	
<input type="checkbox"/> EUR 2 000 000 – 9 999 999	
<input type="checkbox"/> EUR 10 000 000 – 19 999 999	
<input type="checkbox"/> EUR 20 million or more	
Number of personnel	
Principal sphere of operations	
Year of founding	
Locations in which the company operates in Finland	
4 Information on principal (to be filled in if the employer is a foreign company with no business premises in Finland)	
4.1 Information on company	
Name of commissioning company	
Business ID of commissioning company	
Street address	
Post code, city/town	Country

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4.2 Contact person (a person who can give further information regarding the application on behalf of the company)	
Name	
Telephone number	E-mail
Job or position in the company	

To be filled in by a representative of the commissioning company:

4.3 Information on company
Net sales of the company (according to the most recent financial statement) <input type="checkbox"/> EUR 1 – 199 999 <input type="checkbox"/> EUR 200 000 – 399 999 <input type="checkbox"/> EUR 400 000 – 999 999 <input type="checkbox"/> EUR 1 000 000 – 1 999 999 <input type="checkbox"/> EUR 2 000 000 – 9 999 999 <input type="checkbox"/> EUR 10 000 000 – 19 999 999 <input type="checkbox"/> EUR 20 million or more
Number of personnel
Principal sphere of operations
Year of founding
Locations in which the company operates in Finland
5 Principal terms and conditions of employment
Principal duties
The employment is valid <input type="checkbox"/> For a fixed term _ . . . - . . . <input type="checkbox"/> For a fixed term of months <input type="checkbox"/> Indefinitely, beginning . . .
Regular working hours h/day or h/week or h/month
Pay EUR per month or EUR per hour

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Other benefits offered by the employer Which:	
Taxable value, total	euros
Principal location of future employment	

SECTION C

6 Additional information for the application

Please state whether there is any other purpose for your residence in Finland than that stated above which you wish to declare. You may also state any other facts or additional information that are relevant for your application or for your coming to Finland. You may enclose a separate appendix if necessary.

7 Applicant's criminal history and refusal of entry

If the application is filed by the employer, do not fill in section 7.

Have you ever been convicted of an offence and sentenced to punishment?

☐ No ☐ Yes

Which offence?

In what country and when?

What was the punishment?

Are you a suspect in a criminal investigation?

☐ No ☐ Yes

Which alleged offence?

In what country and when?

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Do you consent to the Finnish migration authorities obtaining a criminal record extract or similar report from foreign authorities?

☐ Yes ☐ No
Why?

Have you been subject to a refusal of entry into the Schengen territory?

☐ No ☐ Yes
Which country?

Is the refusal of entry still in force?

☐ No. When was it in force?
☐ Yes. Until when is it in force?

SECTION D

8 Date and signature

I hereby apply for a Finnish residence permit (for myself or for my employee), and I hereby confirm with my signature that the information I have provided on the form and in the appendices is complete and correct. I am aware that providing false personal information and false written documentation to the authorities is an act punishable under the Penal Code in Finland and that providing false information may lead to a refusal of a residence permit or the cancelling of an existing permit, repatriation and imposal of a refusal of entry into the Schengen territory.

Place and date

Signature

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SECTION E

The clarifications listed below are required as appendices to this residence permit application. The original certificates and clarifications must be presented when submitting the application; if they are not in Finnish, Swedish or English, they must be accompanied by a translation into one of these three languages by an authorized translator.

Enclose the clarifications with the application and tick the boxes below as appropriate.

Obligatory appendices:

- ☐ Valid travel document (must be presented when submitting the residence permit application)
- ☐ Passport photo complying with the passport photo guidelines issued by the police (www.poliisi.fi → English → Licences → Passport → Passport photo guidelines)
- ☐ Appendix to residence permit application for workers, to be filled in by the employer (TEM 0.54)

Or, if the employer is a registered association or other corporation, the following appendices must be submitted instead of the TEM 0.54 form:

- ☐ Extract from the association register
- ☐ Annual report and/or operating plan
- ☐ By-laws of the association
- ☐ Report on the financial position of the association

Other clarifications possibly required from the employer (if not submitted earlier, or if changes have occurred to previously submitted information)

- ☐ Trade Register extract (no more than 3 months old)
- ☐ Income statement and balance sheet, with notes (from the last complete financial period)
- ☐ Other report on the financial situation of the company (in case of a start-up company, or if significant changes have occurred in the company's financial situation during the current financial period)
- ☐ Certificate of tax liability (no more than 3 months old)
- ☐ Report on job contracts and work sites
- ☐ Report on the number of personnel in the company (and also how many full-time and part-time employees there are)

For an application for an extended permit, also enclose the following:

- ☐ Accountant's certificate of wages paid
- ☐ Tax certificate on withholding tax deducted and paid
- ☐ Certificate on employment pension insurance contributions paid
- ☐ Working hours documentation
- ☐

In case of an application for an extended permit for a person who has completed a degree or qualification in Finland, also enclose

- ☐ Degree or qualification certificate

Note: The authorities may also require other clarifications than those specified above.

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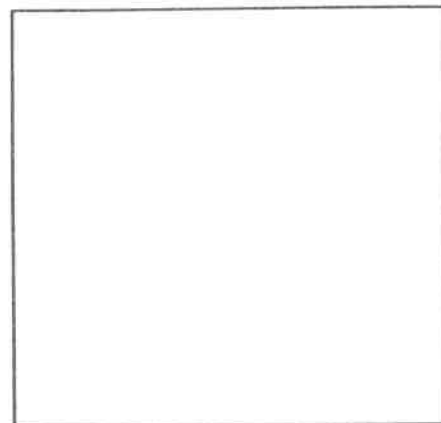


APPENDIX TO RESIDENCE PERMIT APPLICATION; PASSPORT PHOTO

A photo of the applicant must be appended to the residence permit application. This photo must comply with the passport photo guidelines issued by the police and must not be more than six (6) months old.

Affix the photo in the box on the right using glue.

Do not staple the photo.



The photo must be 47mm high and 36mm wide. The distance between the top of the head without hair and the bottom of the chin must be 32-36mm in the photo.

The head must be straight and in the middle of the photo. Both the head and the shoulders must be turned straight towards the camera. Portrait-style photos where the subject looks over one shoulder are not acceptable. The photo must be taken straight from the front, not from higher up, lower down or from the side. The subject must look straight at the camera.

The photo must show the subject's full face. The expression must be neutral. The mouth must be closed. The eyes must be open and clearly visible. The photo must show the subject's full face, e.g. garments or hair must not cover any part of the face. Particularly eyes must be clearly visible. Glasses can always be removed for the photo. Tinted glasses and eye patches are allowed only for medical reasons.

The photo must be taken against a plain background. The colour of the background must be neutral and light. There must be no shadows in the background. The face must be clearly distinguishable against the background. Other people or objects must not be visible in the photo. A small child may be supported, but no part of the supporter is to be visible. For children younger than 11 years old, a photo with a smaller head size is acceptable, if blurring or other distortion cannot otherwise be avoided. In such photos, the height of the head must still be at least 25mm.

The lighting must be uniform: the face and the background must be free of shadows and hot spots. The red-eye effect must be prevented. The colour of the lighting must be natural, not bluish or reddish, for example. The photo must not be over- or under-exposed.

The photo must be printed on high-quality photograph paper. The photo must be sharp and in focus; it must not be blurred or grainy. The photo must be clean: no scratches, stains or creases are allowed. No manipulation or retouch of the photo is allowed. Optical and other distortions of the dimensions of the face that impede visual or automatic identification are not allowed.



For more specific instructions, see the police website www.poliisi.fi → English → Licences → Passport → Passport photo guidelines).