

Welcome to Aalto!

In order to prepare your employment contract, we first need some copies of documents from you:

1. **Passport** (or: EU ID-card)
2. **Residence permit** (if applicable)

Please see the details per document below. We are unfortunately not able to start processing your employment contract before we receive at least a copy of your passport / EU ID-card.

Passport:

Please attach a copy of your passport's page, where your photo, personal details and passport number and validity dates are visible (or ID-card, where same information is visible).

Residence permit:

Should you already have a Finnish Residence Permit (work permit), please attach a copy of the card's **both sides**.

If you are only now starting the application process, a copy of your passport is enough for now.

Who needs to submit a Residence Permit?

*If you come to Finland **from outside the EU for more than 90 days**, you must apply for a residence permit, which is your work permit.*

*If you are **a citizen of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland**, you do not need a residence permit for Finland (but you must register your right of residence in Finland).*