

COMING TO FINLAND FOR WORK: RESIDENCE PERMIT PROCESS AND MOVING TO FINLAND FROM THE EMPLOYER'S PERSPECTIVE

All work that is done in Finland is governed by the laws of Finland. This means that your employees' terms of employment, such as salary and working hours, must comply with Finnish legislation and collective agreements. Foreign employees have equal rights with Finnish employees. If you are unsure of which collective agreement your company should apply, you can turn to Finnish occupational safety and health authorities or labour market organisations for advice.

Planning and preparation

1. Determine the field of employment and the employee's principal duties. You can use the [Classification of Occupations by Statistics Finland \(stat.fi\)](#) to do this. You will need to know the occupation so that you can check whether it is exempt from labour market testing.

2. Check the [regional work permit policy with the local ELY Centre \(ely-keskus.fi\)](#). Centres for Economic Development, Transport and the Environment (ELY Centres) define in which fields of employment the availability of labour is regarded as reduced.

- If the local ELY Centre counts the field of employment as a field where the availability of labour is regarded as reduced, there is no need to examine the availability of labour.
- If the occupation for which you are recruiting is not exempt from labour market testing according to the regional work permit policy, you need to establish whether an employee suitable for the work in question is available in the Finnish and EU/EEA labour market. To do this, publish a job advertisement on the website [Job Market Finland \(tyomarkkinatori.fi\)](#) for at least two weeks. The employer should primarily try to recruit an employee from the labour force already available in the labour market. It is not possible to recruit from outside the labour market before the availability of labour has been established.

3. Read the requirements on the Finnish Immigration Service's web page [Residence permit application for an employed person \('TTOL'\) \(migri.fi\)](#). As part of the application process, you will need to fill in and submit the employee's terms of employment using the online service Enter Finland for Employers. You will need to provide the requested information about the employer and the work in question.

4. Check whether you have a mandate which is required to represent your company in Enter Finland For Employers. For instructions on how to apply for a mandate, see the [website of the Finnish Immigration Service \(migri.fi\)](#). When you have the required mandate, create a user account in [Enter Finland for Employers \(enterfinland.fi\)](#).

Making the application and proving the employee's identity

5. Ask the employee to apply for a residence permit for an employed person in the online service Enter Finland. Decide which of you pays the processing fee for the application.

6. Give the employee the business ID of your company. Your employee needs it for the permit application. The business ID links you to your employee's application.

7. Fill in and submit the terms of employment as soon as your employee has submitted his or her application in Enter Finland.

8. Remind the employee to book an appointment for proving his or her identity at a Finnish mission (embassy or consulate) or a VFS application centre. You will find the right service point at [finlandabroad.fi](#), which is a website of the Ministry for Foreign Affairs of Finland.

9. You can follow the processing of the application in Enter Finland for Employers. You will be notified of any requests for additional information by email and text message. When a decision has been made on the application, you can ask the employee about its contents.

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Decision on the application and travelling to Finland

10. Once the residence permit has been granted, remind the employee to collect the residence permit card. The employee must hold a valid residence permit when travelling to Finland, unless he or she has a visa or comes from a country whose citizens do not need a visa for entry into Finland.

11. Help the employee check the information on the residence permit card and to see whether a Finnish personal identity code has been printed on the card. For more information about residence permit cards, see the [website of the Finnish Immigration Service \(migri.fi\)](https://migri.fi).

12. Help the employee book the necessary appointments with authorities as soon as his or her arrival date is known (see steps 14–16).

You can remind the employee to consider taking out travel insurance that covers possible damage during travelling or moving.

First matters to arrange with authorities when moving to Finland

13. Give your employee the employment contract so that he or she can present it to the authorities when requested.

14. Ask the employee to register with the [Digital and Population Data Services Agency \(dvv.fi\)](https://dvv.fi) to have his or her personal details and address entered in the Population Information System of Finland. The agency will give the employee a Finnish personal identity code if he or she has not already received it together with the residence permit card. The Finnish Tax Administration can also issue a personal identity code in connection with tax matters.

15. It is advisable to deal with the employee's tax matters without delay. Tell the employee how you prefer to receive the information on his or her tax card. Employers who use the web service Vero API have access to real-time information about their employees' tax rates. In that case, employees do not need to submit their tax cards to the employer separately. If you need your employee's tax card, ask the employee to request a [tax card from the Finnish Tax Administration \(vero.fi\)](https://vero.fi) as soon as possible. Note that employees who do not have a tax card and who are staying in Finland for over six months, for example, have a withholding rate of 60 percent.

16. Remind the employee to contact the [Social Insurance Institution of Finland \(kela.fi\)](https://kela.fi) if he or she needs social benefits from Kela. The employee can apply for a Kela card with which the employee can prove his or her right to receive reimbursement for medicines and for private medical care. Among other things, employees can apply for child benefit for their children who move to Finland with them.

The employee may consider opening a Finnish bank account. The availability of English-language services and the requirements for opening a bank account may vary depending on the bank. You can ask the employee to contact banks directly when choosing a bank.

Starting to work

17. The employer must keep a record of its foreign employees and the grounds for their right to work. You can take a copy of your employee's residence permit card. Treat your employee's details with care. They have to be available for inspection by [occupational safety and health authorities \(tyosuojelu.fi\)](https://tyosuojelu.fi). Inform the employee representatives (shop stewards) of the name of the foreign employee and the applicable collective agreement.

Foreign employees have the same rights and obligations as Finnish employees. Employers must treat their employees equally and in a non-discriminatory manner regardless of nationality. The employer must make sure that foreign employees receive information on the key terms of employment in a language they understand, as well as guidance on how to perform their duties.

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1. Use the Classification of Occupations by Statistics Finland to determine the occupation.

2. Check the regional work permit policy from the local ELY Centre to see if you can hire without examining the availability of labour.

7. Fill in and submit the terms of employment after the employee has submitted his or her application via Enter Finland.

8. Remind the employee to book an appointment for proving his or her identity.

11. Help the employee book the necessary appointments with authorities in advance.

12. Give the employee the employment contract. Authorities may need to see it.

15. Remind the employee to contact the Social Insurance Institution of Finland if he or she needs social benefits.

16. Keep a record of your company's foreign employees and the grounds for their right to work.

Inform employee representatives of the name of your foreign employee and the applicable collective agreement.

3. Read the requirements for a residence permit for an employed person ('TTOL') on the website of the Finnish Immigration Service.

4. Create a user account in the online service Enter Finland for Employers.

6. Give the employee the business ID of your company. It is required for the application and allows you to fill in and submit the terms of employment.

5. Ask the employee to apply for a residence permit for an employed person using the online service Enter Finland.

Decision and travel

9. You can follow the processing of the application in Enter Finland for Employers.

10. Once a residence permit card has been issued, remind the employee to collect the card. He or she will need it to travel to Finland.

Settling in

13. Ask the employee to register with the Digital and Population Data Services Agency in order to have his or her personal details, address and family details entered in the Population Information System of Finland.

Starting to work

14. Remind the employee to get a tax card from the Finnish Tax Administration and to deliver it to you.



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Guidance for employers by Work in Finland:
By telephone: 0295 016 770
By email: tyonantajaneuvonta@workinfinland.fi

Guidance for employers by Finnish Immigration Service:
By telephone: 0295 790 601
By email: tyonantajapalvelut@migri.fi

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