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## RESIDENCE PERMIT APPLICATION FOR INTERNSHIP

This application form is for you if you are coming to Finland for work or an internship, and

- you are applying for a residence permit within a maximum of two years of completing your higher education degree, or you are currently participating in a study programme that leads to a higher education degree; or
- your internship is included in an intergovernmental agreement (for example a Working Holiday for citizens of Australia or New Zealand) or an exchange programme run by non-governmental organisations; or
- you are between 18 and 30 years of age, and you are studying the Finnish or Swedish language at a university outside Finland; or
- you are between 18 and 30 years of age, you are studying at a university outside Finland, and the internship is in a field matching your studies or your degree.

This application form is also for you if you are coming to Finland for voluntary work that is part of a voluntary service scheme of the EU.

The maximum length of an internship is 12 months or 18 months, depending on the grounds cited.

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 at a service point of the Finnish Immigration Service 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](http://www.migri.fi).

Clarifications that you need to append to your application are listed in Section F of this form.

I am applying for my first residence permit

an extended permit

## SECTION A

### 1 Information on applicant

#### 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
Date of birth (dd.mm.yyyy)		Latter part of Finnish personal identity code (if applicable)	
Do you have, or have you previously had, a Finnish personal identity code?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Country of birth		Place of birth	
Current citizenship(s)			
Former citizenship(s)			
Is either one of your parents a current or former Finnish citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital status			
<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow(er)
<input type="checkbox"/> Registered relationship between two people of the same gender			

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<b>Occupation and/or training</b>			
<b>Mother tongue</b>		<b>Transaction language in matters related to this application</b> <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English	
<b>1.2 Information on passport</b>			
<input type="checkbox"/> <b>Passport no.</b>			
<input type="checkbox"/> <b>Official or diplomatic passport no.</b>			
<input type="checkbox"/> <b>Refugee's travel document no.</b>			
<input type="checkbox"/> <b>Alien's passport no.</b>			
<input type="checkbox"/> <b>Other, specify type and number</b>			
<b>Country of issue</b>	<b>Authority of issue</b>	<b>Date of issue</b>	<b>Date of expiry</b>
<input type="checkbox"/> <b>No valid passport</b> (Why not? Please give details in section 8)			
<b>1.3 Contact information for processing and deciding on the application</b> If your contact information changes, immediately notify the authority that received your application.			
<b>Contact information in your country of nationality or residence</b>			
<b>Street address</b>			
<b>Post code</b>	<b>City/town</b>	<b>Country</b>	
<b>Telephone number</b>	<b>E-mail</b>		
<b>Contact information in Finland?</b>			
<b>Street address</b>			
<b>Post code</b>	<b>City/town</b>		
<b>Telephone number</b>	<b>E-mail</b>		
<b>Place of transaction and notification abroad.</b> Please state the Finnish mission abroad with which you are in contact regarding matters related to this application.			
<b>1.4 Beginning and duration of residence in Finland, and possible earlier residence</b> Please fill this in if you are applying for your first residence permit.			
<b>When do you intend to move to Finland (dd.mm.yyyy)?</b>			
If you are already in Finland and are applying for your first residence permit, you must fill in a response to refusal of entry (form MP_1) and append it to your application.			
<b>How long do you intend to stay in Finland (dd.mm.yyyy or duration)?</b>			
<b>Have you previously resided in Finland with a residence permit?</b>		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

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<b>2 Information on family members</b>			
2.1 Spouse		<input type="checkbox"/> No spouse	
Family name		First names	
Former names			
Date of birth (dd.mm.yyyy)		Latter part of Finnish personal identity code (if applicable)	
Country and place of birth			
Current citizenship(s)			
My 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 your underage 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 <a href="http://www.migri.fi">www.migri.fi</a>			
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.

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## SECTION B

### 3 Grounds for and content of internship or voluntary work

#### 3.1 Grounds for internship

I am applying on the following grounds (select one of the following grounds):

- I have completed my higher education degree no more than two years ago
- I am participating in a study programme that leads to a higher education degree
- The internship is part of my studies at a university outside Finland
- The internship is in a field matching my degree
- The internship is included in an intergovernmental agreement (for example a Working Holiday for citizens of Australia or New Zealand)

#### 3.2 Grounds for voluntary work

- My voluntary work is part of a voluntary service scheme of the EU  
Which voluntary service scheme?
- My voluntary work is not part of a voluntary service scheme of the EU  
Which voluntary organisation?

#### 3.3 The content of the internship/voluntary work

The description of the internship programme/voluntary service scheme

The objective and the learning components of the internship/voluntary work

The duration of the internship/voluntary work

The placement and supervision conditions of the internship/voluntary work

The internship/volunteering hours

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#### 4 Information on studies

I am currently studying (please enclose certificate from the educational institution)

**Educational institution**

**Degree or qualification to be completed**

**Field of study**

**Estimated completion date**

I am not studying

I have completed a degree or qualification

Yes (please enclose a diploma)

**Educational institution**

**Degree or qualification completed**

**Completion date**

I have not completed a degree or qualification

**5 Information on the employer** (fill in this part only if you are applying for a residence permit for internship)

##### 5.1 Contact information

**Name**

**Business ID** (if not applicable, Finnish personal identity code)

**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)

##### 5.2 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 or organization**

**6 Details about the organisation arranging the voluntary work** (fill in this part only if you are applying for a residence permit for voluntary work)

##### 6.1 Contact information

**Name of the organisation**

**Postal address of the organisation** (street address, city/town, postal code, country)

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<b>6.2 Contact person</b> (a person who can give further information regarding the application on behalf of the organisation)		
Name		
Telephone number	E-mail	
Job or position in the organisation		
<b>7 Principal terms and conditions of the internship</b>		
Job title or position in company		
Principal duties		
Duration of internship		
Regular working hours (h)		
h/day or	h/week or	h/month
Pay		
EUR per month or	EUR per hour	
Other benefits offered by the employer: Which:		
Taxable value, total	euros	
Other income		
Applicable collective agreement		

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How does this internship match your studies or qualifications?

## SECTION C

### 8 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.

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## 9 Applicant's criminal history and refusal of entry

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?

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

### 10 Processing fee

According to Section 29 of the Law on the conditions of entry and residence of third-country nationals for the purposes of research, studies, training and voluntary service (719/2018), in order for the processing of the application to begin after the residence permit application has been filed, the fee charged for the processing must be paid. The application expires if the fee is not paid within a reasonable time.

Please pay the processing fee when you submit the application. If you do not pay the processing fee, your application will not be processed and the application will expire within a month after you submitted the application. After this, if you still want to apply for a residence permit in Finland, you have to file a new application.

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## SECTION E

### 11 Date and signature

I am applying for a Finnish residence permit and hereby affirm with my signature that the information I submit in this application and its appendices is correct and accurate. 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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Name in block letters

### 12 Population register and personal identity code

When you are granted a residence permit by the Finnish Immigration Service, your personal information will by law in most cases be recorded in the *Population Information System*. You will also be issued a *personal identity code*.

The Population Information System is Finland's electronic population register. Its contents are available to all Finnish authorities. Some of the data can also be disclosed to private persons or entities. The register is kept by the Local Register Offices and the Population Register Centre. The personal information in the register is stored permanently.

A personal identity code is a means of identification used in Finland. No two persons can have the same personal identity code. The code consists of 11 characters and is based on your date of birth and your gender (example: 131052-308T). Being issued a personal identity code gives you no rights or obligations in Finland. You will usually need it when you contact public authorities, because it gives them access to your information in the Population Information System. Also for instance employers, banks or phone operators may need to know your personal identity code.

At this stage, the following personal information will be recorded in the Population Information System: your name, gender, date of birth and your citizenship as well as your mother tongue, address and occupation.

More information on the processing of personal data recorded in the Population Information System can be found in the Data Protection Description available at [www.vrk.fi/en/data-protection](http://www.vrk.fi/en/data-protection). You may also request a paper copy from the Finnish Immigration Service or from the Finnish mission (embassy or consulate) to which you return this application.

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## SECTION F

You need to attach the following documents to this residence permit application. You must present the original documents when you submit the application. If they are not in Finnish, Swedish or English, they must be accompanied by a translation into one of these languages by an authorised translator.

Tick the boxes for the documents you are attaching to your application:

**A. If you are applying for a residence permit for internship, attach the following documents to your application:**

- Valid passport** (must be presented when you submit the residence permit application)
- Passport photo complying with the photo guidelines issued by the police** ([www.poliisi.fi](http://www.poliisi.fi))
- Colour copy of the passport page containing personal data**
- Document showing that you are legally staying in the country where you submit the application**
- Form MP\_1** (if you are already in Finland and are applying for your first residence permit)
- Internship agreement containing the following information:**
  - a description of the internship programme, including the objective or the learning components of the internship
  - the duration of the internship
  - the placement and supervision conditions of the internship
  - the internship hours
  - the legal relationship between the intern and the employer
- Documentation of means of support** (the salary paid for the internship)
- The employer's assurance of or documentation showing the following:**
  - The internship does not replace a job.
  - The employer has not, during the preceding four months, terminated the employment relationship of an employee with the same or similar work due to financial or production-related reasons or reasons arising from the reorganisation of the employer's operations (chapter 6, section 6 of the Employment Contracts Act).

**B. If you are applying for a residence permit for voluntary work, attach the following documents to your application:**

- Valid passport** (must be presented when you submit the residence permit application)
- Passport photo complying with the photo guidelines issued by the police** ([www.poliisi.fi](http://www.poliisi.fi))
- Colour copy of the passport page containing personal data**
- Document showing that you are legally staying in the country where you submit the application**
- Form MP\_1** (if you are already in Finland and are applying for your first residence permit)
- An agreement signed by you and the organisation responsible for the voluntary work, containing the following information:**
  - a description of the voluntary service scheme, including its content
  - the duration as well as the placement and supervision conditions of the voluntary work
  - the volunteering hours
  - documentation of funds that cover your subsistence and accommodation costs during your entire stay
  - documentation of a minimum sum of money paid to you as pocket money during your entire stay
  - if applicable, the training you will receive during your volunteering period

**C. If you are applying for a residence permit for a working holiday, you must attach the following documents to your application:**

- Valid passport** (must be presented when you submit the residence permit application)
- Passport photo complying with the photo guidelines issued by the police** ([www.poliisi.fi](http://www.poliisi.fi))
- Colour copy of the passport page containing personal data**
- Document showing that you are legally staying in the country where you submit the application**
- Form MP\_1** (if you are already in Finland and are applying for your first residence permit)
- A return ticket or sufficient means to acquire a return ticket**
- Document showing that you have sufficient means for your stay in Finland**
- Health insurance for the entire stay** (if you are a citizen of New Zealand)

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**Other documents** (tick the box and name the document):

- Certificate of benefits in kind from the employer/client** (point 7)
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**Note.** The authority processing the application may ask you to provide other documents than those specified above.

The information you have given on this form will be recorded in the electronic case management system (UMA) of the Finnish Immigration Service. The UMA system is used for processing, decision-making and monitoring of matters governed by the Aliens Act and the Nationality Act. All documents related to the processing of your matter will be filed in the UMA system. More detailed information of the processing on your personal data and your rights related to the processing will be given in the privacy statement of the UMA system. You can read the statement on our website [www.migri.fi/en/registers](http://www.migri.fi/en/registers) or get a paper statement when you submit your application.

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