MAAHANMUUTTOVIRASTO   MIGRATIONSVERKET   FINNISH IMMIGRATION SERVICE

HOW DO I CONVERT A DOCUMENT INTO AN ELECTRONIC FORMAT AND ADD IT AS AN ATTACHMENT TO MY APPLICATION?

If you submit your application online in the Enter Finland service, the documents you attach to your application should also be in an electronic format.

The Finnish Immigration Service may also ask you for additional documents during the processing of your application. These documents should also be in an electronic format if you originally submitted your application in the e-service.

These instructions tell you
- how to convert documents into an electronic format
- where you can find a list of the necessary attachments for your application
- how you save an electronic document as an attachment to your application

> **Start filling in your application only after you have read these instructions.**
>
> **If you are not able to convert the documents into an electronic format, you should fill in a paper application.**

How do I convert documents into an electronic format?

The recommended way to convert a document into an electronic format is to scan it with a document scanner. If you do not have access to a scanner you can, for example, inquire at the library whether they have a scanner that customers may use.

You can also take a photo of the document with a digital camera or a mobile phone, but be sure to pay attention to the quality of the photo. For example, when taking a photo with a mobile phone, you should take the photo close to the document so that it fills as large an area of the image field as possible.

If an individual document has several pages, please try to combine all pages into one attachment. Please note that the size of an individual attachment may not exceed four megabytes (4 MB).

Also remember that you have the responsibility to make sure that the attachments are readable. If the attachments you sent are not readable, the Finnish Immigration Service has to ask you for them again and you have to wait longer for your decision.

We recommend that you attach pdf files but the following file formats are also accepted: txt, rtf, jpg, png and gif.

How do I know which attachments I need?

When you have chosen an application to submit in the Enter Finland service, the service takes you to a page that tells you in more detail how to fill in the application. The page also has a list of the most common attachments needed for an application.
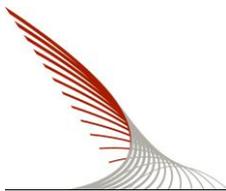
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When you have filled in an application, the service will automatically transfer you to the step 'Add documents' which specifies the necessary attachments even further. It is at this point that you attach the document files to your application.

How do I attach document files to my application?

You attach files to your application as follows:

1. Transfer one attachment file at a time to the file directory of your computer or some other device you are using to make the application. You should do this before you start filling in your application.

2. When you proceed while making the application to the '**Add documents**' step, please click '**Add attachment**' and find the file you want in the file directory of your device.

Valid passport

Please include the ID page of your valid passport plus all pages with markings. The maximum file size is 4 megabytes.

No attachment

ADD ATTACHMENT

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3. Choose the right file either by double-clicking it or by clicking 'Open'.

4. Repeat these steps for each attachment.

5. If you are supplementing an application you have already sent, please make sure that you have the right application. Then choose the right type of attachment from the drop-down menu before adding the attachment. Finish by clicking 'Send'.

Choose the application to be completed for additional information

Residence permit for a special expert 17.11.2016 ▼

Write your message here

                                    Select attachment type

✕ Record.pdf   ▼

Description of the document (maximum length 200 characters)

ADD ATTACHMENT 1 (10)

SEND   **CANCEL**