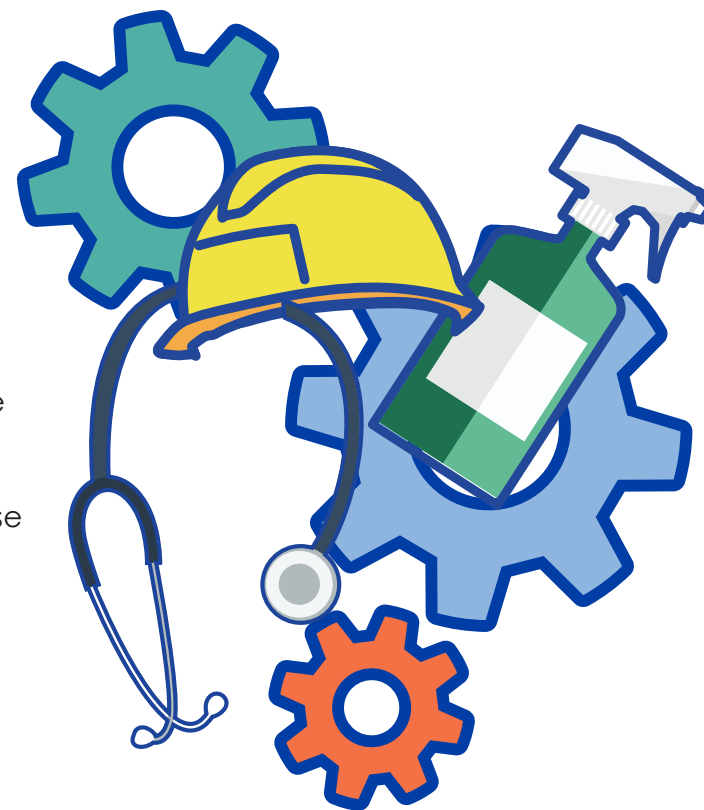


## INFORMATION PACKAGE

# Work

This information package contains information on applying for a residence permit on the basis of work. The information package is useful if your work includes providing advice on topics related to immigration and residence permits. For the most up-to-date version of this information package, please see our website.

The package does not include information on [seasonal work permits](#).





## Contents

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# The residence permit application process from the applicant's point of view

## Prepare

### 1. Check if you need a residence permit:

You are coming from outside the EU – Yes.

You are coming from the EU – Register your residence

2. Which application should you fill in on the basis of work? [Use the Application Finder](#)

3. Learn about the requirements for entry into Finland and for a residence permit

4. Prepare the attachments you will need for your residence permit application

## Apply

### Prove your identity

8. Book an appointment for proving your identity

7. Your employer supplements the terms of your employment in your application

6. Pay for the application + any family member moving to Finland with you should apply for a residence permits

5. Apply for a residence permit in Enter Finland and add the attachments to the application

## Follow the processing of the application

9. Follow the processing of the application in Enter Finland and by using the

10. If necessary, add more information to your application in Enter Finland

## Receive the decision

11. **Decisions:** If you applied for a residence permit for an employed person, you need to first wait for a partial decision from the Employment and Economic Development Office (TE Office). Then, you will receive a decision from the Finnish Immigration Service. You will also receive directions for appeal.

12. Receive your residence permit card

## Prepare to live in Finland

15. Check your right to work during the processing of your extended permit

14. Apply for an extended permit before your first permit expires

13. If necessary, book an appointment at the Digital and Population Data Services Agency and apply for a personal identity code as well as for registration of your address and family ties

# Who needs a residence permit for work?



## Those arriving from outside the EU need a residence permit

Citizens of countries outside the European Union (EU) must apply for a residence permit if they are entering Finland for work. Use an application form corresponding to your work and level of education to apply for a residence permit for work. If none of the application forms correspond to your work, apply for a [residence permit for an employed person \(TTOL\)](#).

Please note! If the employed person does not know which application to choose, they can use [the Application Finder](#). The Application Finder will help choose the correct type of application.



## Citizens of EU and EEA countries do not need a residence permit

Citizens of EU countries, Norway, Iceland, Liechtenstein or Switzerland or individuals of a comparable status (such as family members of EU citizens from outside the EU) do not need to apply for a residence permit. However, if they stay and work in Finland for longer than 90 days, they must apply for a [registration of their right of residence](#).

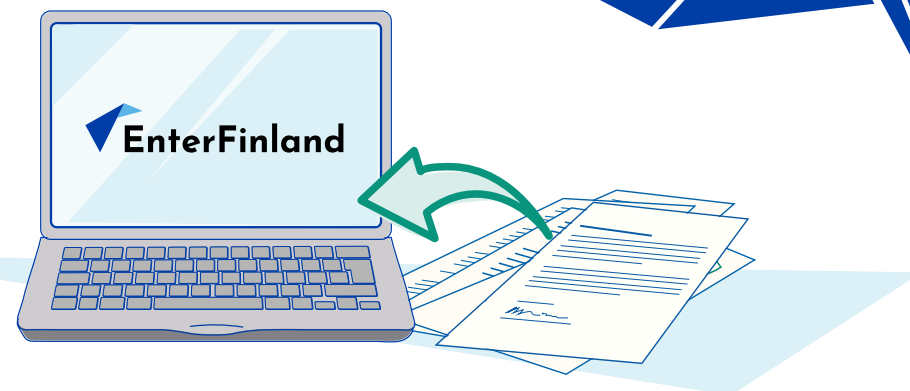


## In some cases, employed persons do not need a residence permit

Some tasks do not require a residence permit if their duration is less than 90 days. Find the tasks on the page [Right to work without a residence permit](#).

# Applications

See the requirements and the attachments needed for the applications on the application pages. Each application page also includes the application form, the estimated processing time and information about your right to work.



- [Residence permit for an employed person](#)
- [Residence permit for an entrepreneur](#)
- [Residence permit for a start-up entrepreneur](#)
- [Residence permit for a person employed as a specialist](#)
- [EU Blue Card](#)
- [Residence permit for internship](#)
- [Residence permit application for an employee of a religious community](#)
- [Residence permit application for Working Holiday](#)
- [Residence permit application for intra-corporate transferee \(ICT residence permit\)](#)
- [Residence permit application for employment - intra-corporate transfer \(Mobile ICT\)](#)
- [Mobility notification for persons with ICT residence permit](#)
- [Residence permit for voluntary work](#)
- [Residence permit application for work in the field of culture or arts](#)
- [Residence permit application for employment in the field of journalism](#)
- [Residence permit for employment with international organisations and cooperation between states](#)
- [Residence permit for employment with an agreement between states](#)
- [Residence permit for preparation of company's arrival in Finland and supervision of orders](#)
- [Residence permit application for delivery of a machine or a system](#)
- [Residence permit application for sports or coaching](#)

- ④ Residence permit application for persons working in top and middle management
- ④ Residence permit application for visiting consultant
- ④ Residence permit application for visiting teacher, lecturer or instructor
- ④ Residence permit application for au pair status

## Residence permits on the basis of a degree or research completed in Finland:

- ④ Residence permit application on the basis of research completed in Finland
- ④ Residence permit application for person with a degree completed in Finland
- ④ Application for students and researchers: residence permit to look for work or to start a business

**Please note!** If the employed person does not know which application to choose, they can use the [Application Finder](#).

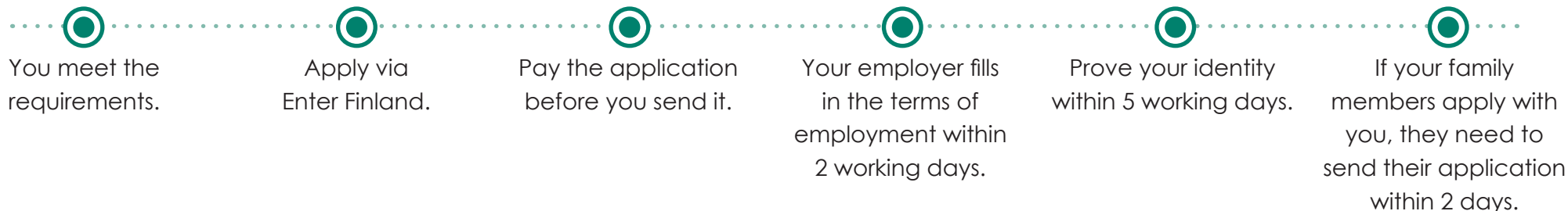


# Fast track

**Fast track** means a faster permit process. Those fast-tracking their application receive a decision in 14 days or less and will be able to travel to Finland as soon as they receive a positive decision. After arriving in Finland, they will receive their residence permit card.



## The Fast track process for the applicant



If a person fast-tracking their application needs a visa to travel to Finland immediately, they may apply for a D visa when applying for their residence permit. The fast track can only be used to apply for a first-time permit and the application must be sent from outside Finland. The spouse and children of a person fast-tracking their application may also fast-track their residence permit applications if they apply at the same time as the main applicant. Fast-track your application by selecting the fast track option in Enter Finland during the first steps of filling in the application.

An employed person can fast-track their residence permit application if they are applying for:

- [a residence permit for a person employed as a specialist](#)
- [a residence permit for a specialist or a manager in an intra-corporate transfer \(ICT residence permit\)](#)
- [the EU Blue Card](#)
- [a residence permit for a start-up entrepreneur](#)
- [a residence permit for persons working in top and middle management](#)

If the family members (spouse and children) of a person fast-tracking their application are also fast-tracking their applications:

- they will receive the fast track code in their e-mail after the main applicant has submitted their application. The fast track code interlinks the family members' applications so that they are processed at the same time.
- the fast track code will be valid for 2 days, during which the spouse must submit their own application. The main applicant or guardian uses their own user account to fill in the child's application after submitting their own application.

## Partial decision and labour market testing in the residence permit process

**A residence permit for an employed person (TTOL) is connected with labour market testing. It means that the employer must establish if there is available labour force within a reasonable time in Finland or within the EU/EEA for the work in question.**

The residence permit application for an employed person is processed in two stages. First, an Employment and Economic Development Office (TE Office) will make a partial decision on the application. The TE Office assesses whether the employed person has sufficient means of support, whether the work will be temporary or continuous, and whether labour force is available within a reasonable time in Finland or within the EU/EEA for the work in question. The TE Office also assesses whether the employer has fulfilled its responsibilities.

After the partial decision, the application is transferred to the Finnish Immigration Service for processing.

If the employed person is applying for a residence permit for an employed person (TTOL), they can use the [Guide for employed persons](#). The guide makes the applicant's residence permit process easier, explaining the steps involved in applying and the attachments required for the residence permit application.



**Learn more on the TE service website**  
(available in Finnish and Swedish)



## Income requirement

**When an employed person lives in Finland with a residence permit, they need to be able to support themselves in Finland with their salary throughout the time their residence permit is valid.**

The purpose of the income requirement is to ensure the employed person's sufficient financial resources. However, the amount of salary required for a residence permit for a person employed as a specialist and for the EU Blue Card indicates whether the employed person is eligible for the permit. The amount of salary required for a residence permit may change as the Finnish Immigration Service reviews the amount every year.

In some residence permits, some of the employed person's income may be sourced from self-employment, entrepreneurship, light entrepreneurship or savings. See the residence permit-specific income requirements on the [application pages](#).

### Sufficient financial resources from work

If an employed person applies for a residence permit in order to work full-time, their salary must at least correspond to the salary specified in the collective agreement that applies to their employment relationship.

If there is no collective agreement in their sector or if they work part-time, their gross salary must be at least EUR 1,399 per month in 2024. This sum meets the condition regarding previous employment (in Finnish: 'työssäoloehto') under the Unemployment Security Act. The employer must pay a salary commonly paid in the sector or paid to persons working in the same position.



It is the employer's responsibility to check which collective agreement applies to the employed person's sector.

### Work-based residence permits with a separately defined income requirement

- Specialist and EU Blue Card
- Athlete, coach or trainer
- Au pair
- Working holiday
- Volunteering
- Start-up entrepreneur

**See the up-to-date salaries on the website of the Finnish Immigration Service**

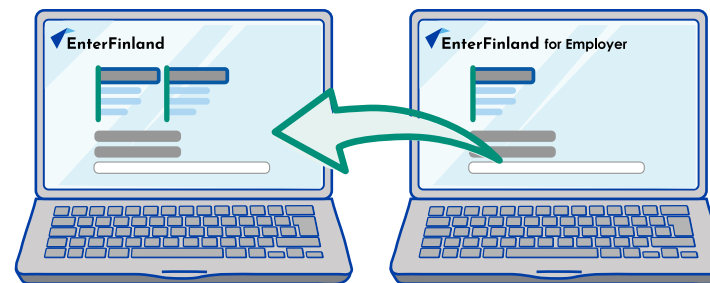
# The employer's role in the employee's residence permit process

The employer cannot apply for a residence permit on behalf of the employed person. However, they can help the employed person choose the correct application.

## Choosing the correct application

The residence permit suited for the employed person depends on factors such as the job description, the amount of salary, the professional and educational background of the employed person, the nature of the employment relationship and, in some cases, the duration of the employment. Use the [Application Finder](#) for advice on choosing the correct application. The requirements for the applications can be browsed on the [application pages](#).

The employer should advise the employed person to apply for a residence permit in [Enter Finland](#). Enter Finland is the fastest channel for receiving a decision. If the employed person is unable to use Enter Finland, they can also use a paper form to apply for



a residence permit. Find the paper forms at the end of the [application pages](#).

## Enter Finland for Employers – delivering terms of employment, information and attachments

Each [application page](#) lists the attachments and information required from the employer. The easiest way for the employer to deliver the information and attachments is in [Enter Finland for Employers](#). Nearly every application requires the employer to supplement the terms of employment. Supplementing the terms of employment is easy in Enter Finland for Employers.

In Enter Finland for Employers, the employer can also follow the progress of the employed person's residence permit application and receive a notification when the decision is made. Learn more about [Enter Finland for Employers](#) on the website of the Finnish Immigration Service.

If the employer is unable to use Enter Finland for Employers, they must deliver the necessary information and attachments to the employee by using the terms of employment form so that the employee can attach them to their application.

[Learn more on the Supplementing the terms of employment page](#)

# The residence permits that the employer must deliver the terms of employment

The employer must deliver the terms of employment either in Enter Finland for Employers or on a paper form for the following residence permits:

[!\[\]\(c507f772dba2b921f86777f01218e570\_img.jpg\) Residence permit for an employed person](#)

[!\[\]\(4729e517bc6a7cd81c8025b9646574fb\_img.jpg\) Residence permit for a person employed as a specialist](#)

[!\[\]\(cbe80b694ebd74fcfe136a095b608235\_img.jpg\) EU Blue Card](#)

In the following residence permits, the employer supplements the terms of employment if the employed person has an employment relationship. The employed person may also be self-employed, in which case they may not have an employment relationship.

[!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\) Residence permit application for an employee of a religious community](#)

[!\[\]\(e474458956c9a37fbf9586ddb60a7fa1\_img.jpg\) Residence permit application for work in the field of culture or arts](#)

[!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0\_img.jpg\) Residence permit application for employment in the field of journalism](#)

[!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc\_img.jpg\) Residence permit for employment with international organisations and cooperation between states](#)

[!\[\]\(870f5d5e9c0d57485634be3ecf52f3ca\_img.jpg\) Residence permit for employment with an agreement between states](#)

[!\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77\_img.jpg\) Residence permit for preparation of company's arrival in Finland and supervision of orders](#)

[!\[\]\(0d5ec72f61334709c3fc9450209b754f\_img.jpg\) Residence permit application for delivery of a machine or a system](#)

[!\[\]\(b792654f2cef9719eabeb6c5be00811e\_img.jpg\) Residence permit application for sports or coaching](#)

[!\[\]\(7d1d6890825e83a6a4a51febe2dcc7f3\_img.jpg\) Residence permit application for persons working in top and middle management](#)

[!\[\]\(2bae76de5ebbd5c4d7d47162f1673734\_img.jpg\) Residence permit application for visiting consultant or instructor](#)

[!\[\]\(b64b40baaee5acddc1eab8538ba84754\_img.jpg\) Residence permit application for visiting teacher, lecturer or instructor](#)

[!\[\]\(84f47badaad7772cd95667a7c387a639\_img.jpg\) Residence permit application on the basis of research completed in Finland](#)

[!\[\]\(28f72b996fc97883dfd9d4e8b1b16b4e\_img.jpg\) Residence permit application for person with a degree completed in Finland](#)

In addition, employers must use Enter Finland for Employers to supplement the terms of employment in any applications of persons fast-tracking residence permit applications.

Learn more on [supplementing the terms of employment in a residence permit application for an employee.](#)

## Certified employer

**A certified employer shortens the processing time of a residence permit application for an employed person. If the employer is certified, the employed person does not need to fill in all the employer information when applying for a residence permit.**

As of April 2023, employees of certified employers may apply for a D visa when applying for a residence permit. The D visa allows the employed persons to travel to Finland without a residence permit card as soon as they receive a positive decision on their residence permit card application.

Employers can apply for certification in Enter Finland for Employers. If the employer is unable to use Enter Finland for Employers, they can also use a paper form to apply for certification. The price of certification is EUR 140.

The Finnish Immigration Service maintains a public list of certified employers on its website.

[Learn more on the Employer certification page](#)



# Waiting for a residence permit decision

The processing time of an application depends on the type of residence permit the employee is applying for. See the application pages for the average processing times of different application types. The processing time varies based on the amount of additional information required for the application. The processing time may be longer if:

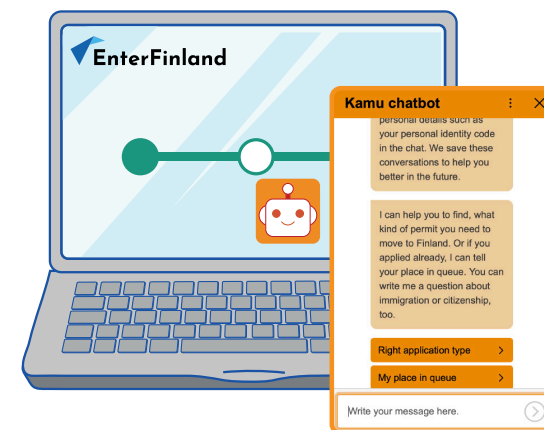
- we need to ask the employed person for further information
- the employed person has not filled in the application sufficiently
- we need to invite the employed person to an interview
- the employed person has requested that we make an exception to the requirements that the employed person should meet in order to get the permit

## Learn more on the website of the Finnish Immigration Service:

- [When do we start counting the processing time?](#)
- [What affects the processing time?](#)

## When there are changes in the processing of the application, the Finnish Immigration Service sends automated messages to the applicant

See the website of the [Finnish Immigration Service for information on when messages are sent to employed persons.](#)



## Employed persons can use the Kamu chatbot to ask about their application's place in the queue

Kamu will tell the employed person where their application stands in the queue of pending applications. Kamu checks how many applications in the queue:

- relate to the same case type; and
- have awaited a decision longer

See the website of the [Finnish Immigration Service for more information on Kamu.](#)

## Right to work

An employed person's right to work depends on the residence permit granted to them. The right to work can be checked from the residence permit card and the employed person's residence permit decision.

If the employed person has been granted a residence permit on the basis of work, their right to work may be restricted. The grounds for the residence permit determine the amount and types of work the employed person is allowed to perform. The right to work connected to different types of work-based residence permits can be checked on the [application pages](#). Learn more on the [Right to work page](#).



### Right to work during the processing of an extended permit

#### **An employed person applies for an extended permit before the previous permit expires:**

Even if the previous permit expires during the processing, the person's right to work continues if they continue working at the same workplace or in the same field. During the processing of the extended permit, the right to work can be proven by presenting the expired residence permit card and the certificate of the pending application for an extended permit.

#### **An employed person applies for an extended permit after the previous residence permit has expired:**

The employed person's right to work expired when the previous permit expired. The right to work continues when the extended permit is granted.

#### **An employed person applies for an extended permit before the previous permit expires, but the extended permit is not granted:**

If the employed person appeals the decision, they may continue working until the appeal has been processed and enters into force.

If the employed person receives a deportation decision in connection with a negative residence permit decision and the appeal is rejected by the Administrative Court, the right to work expires instantly, even if the employed person applies to the Supreme Administrative Court for leave to appeal.

Learn more about the [right to work during the processing of an extended permit](#).



## Changing jobs

How freely an employed person can change jobs depends on the residence permit granted to them.

1

### **If the employed person has a residence permit for an employed person (TTOL):**

An employed person who has been granted a residence permit for a certain professional field may freely change jobs if the residence permit is valid and the new job is within the same professional field. The employed person may also have multiple jobs in the same professional field.

2

### **If the employed person has a residence permit for a certain type of work:**

If the employed person has been granted a residence permit for a certain type of work, for example work as a specialist, they may usually freely change jobs if the work still meets the requirements of the current residence permit and the work still requires special expertise.

A residence permit for an intra-corporate transfer (ICT residence permit), granted to a specific employer, forms an exception to this.

3

### **Work-based residence permits that allow unrestricted changing of jobs:**

The residence permit for a person with a degree completed in Finland, the residence permit on the basis of research completed in Finland and the residence permit for students to look for work have an unrestricted right to work. This means that they can work freely in any professional field.

4

### **If the employed person wants to change their professional field and work, they may need to apply for a new work-based residence permit:**

Use the [Application Finder](#) for advice on choosing the correct application. The right to work at the new workplace will not start until a new permit has been granted.

[Learn more on the Changing jobs page](#)

## Problems at work

The Finnish laws and any international agreements that bind Finland are applied to work performed in Finland. Usually also a collective labour agreement applies. These agreements determine work-related rights and obligations, such as the minimum wage. The purpose of the agreements is to protect employees.

No employee should put up with inappropriate treatment, underpayment, too long work days, or dangerous working conditions. If an employed person has a residence permit in Finland and their employer has exploited them, they can apply for an [extended permit or a certificate of expanded right to work](#).

Learn more and see where [employed persons can find help for any issues](#) on the website of the Finnish Immigration Service.





## Residence permit card

If an employed person is granted a residence permit, they will receive a residence permit card. Where the employed person's residence permit card is sent depends on where they submitted their residence permit application, whether they fast-tracked their residence permit application or whether they applied for a [D visa](#) when submitting their residence permit application.

### **If the employed person submitted their application in Finland or applied for a D visa when submitting their residence permit application abroad:**

Once a decision has been issued, the card will be sent to their nearest Matkahuolto service point in Finland within two weeks. Matkahuolto will send a notification on how and where the card can be collected.

### **If the employed person submitted their application outside Finland:**

The card will be delivered via the Finnish embassy.



### **If the employed person applied for a residence permit via the fast track service outside Finland:**

They can choose whether they want to receive the residence permit card in Finland or at a Finnish mission (embassy or consulate) abroad.

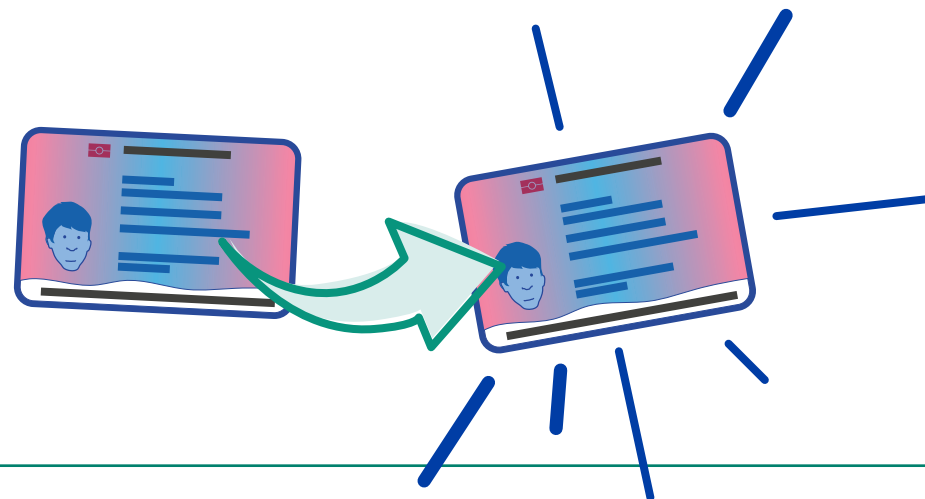
[Learn more on the residence permit card page](#)

## Renewal of residence permit card

A residence permit card is valid for up to five years. This is due to the fact that the card's chip contains biometric identifiers that expire in five years. You can only renew your residence permit card in Finland.

### **If an employed person renews their card in Enter Finland, they may not need to visit a service point and can save time**

If an employed person renews their card in Enter Finland, they may not need to visit a service point. To avoid a visit, the employed person must log on to their existing Enter Finland account using Finnish online banking credentials, for example, add an electronic passport photo retrieval code to the application and pay for the application before submitting it.



**Please note!** It is important that the employed person updates the login method of their existing account where they applied for their previous permit instead of creating a new account. After submitting the application, Enter Finland will tell the employed person whether they need to visit a service point. Learn more about the options of renewing the card on the [Renewal of residence permit card page](#). Learn more about using online banking credentials to log in to Enter Finland on the [Identification page](#).

# Service points and guidance services of the Finnish Immigration Service

## Service points

The Finnish Immigration Service has service points in:

- Helsinki
- Lahti
- Tampere
- Raisio
- Lappeenranta
- Vaasa
- Kuopio
- Oulu
- Rovaniemi
- The Åland Islands
- International House Helsinki (EU registration)

See the contact information and opening hours of the service point on the [Service points page](#). Use our [appointment system](#) to book an appointment to a service point of the Finnish Immigration Service. For instructions on booking an appointment, see the [Book an appointment at a service point page](#).

The service points also have waiting numbers for customers who have not booked an appointment. Check the opening hours of queueing with a waiting number on the [Service points page](#).

## Customer guidance services

The Finnish Immigration Service has separate service numbers for various topics. There are also guidance services for employers.

- **Residence permits on the basis of studies or work 0295 790 602** (Mon-Fri 8:30 a.m.–12 noon and 1 p.m.–3:30 p.m.)
- **Guidance for employers 0295 790 601** (Mon-Fri 8:30–12 noon and 1 p.m.–3:30 p.m.)
  - e-mail: [tyonantajapalvelut@migri.fi](mailto:tyonantajapalvelut@migri.fi)

See the other service numbers and calling hours on the [Customer guidance services page](#).



## Other guidance

If an employed person or an employer has technical difficulty with Enter Finland, they can contact [esupport@migri.fi](mailto:esupport@migri.fi).

The [Helsinki-info service](#) of the City of Helsinki offers advice on the city's services and immigration



The [Kamu chatbot](#) offers advice 24/7 on the website of the Finnish Immigration Service!

Kamu speaks Finnish and English.

## Tips and guides

There are also various guides to help employed persons with their residence permit application process.

### Guides

Use the [Application Finder](#) of the Finnish Immigration Service for advice on choosing the correct application.

The [Guide for employed persons](#) of the Finnish Immigration Service offers advice on applying for a residence permit for an employed person and choosing the right attachments.

The [Work in Finland guide](#) of the Digital and Population Data Services Agency tells the user whether they need a residence permit and what to take into account after applying for a residence permit.

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### More information available on the Finnish Immigration Service website

[The Frequently Asked Questions page](#) contains questions and answers on various topics.

[The Instructions page](#) contains instructions on the use of the systems of the Finnish Immigration Service, handling various situations, etc.

[The Statistics page](#) contains immigration statistics, such as the most commonly applied-for permits and the numbers of permits granted.

[The Press releases and bulletins page](#) allows you to read and subscribe to press releases and bulletins of the Finnish Immigration Service.

[The Newsletters page](#) allows you to read and subscribe to newsletters of the Finnish Immigration Service.

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