



LIST OF REQUIRED DOCUMENTS

Please note that the points relevant to you vary based on your personal situation and nationality, for instance. If you have any questions, please contact the HR services or the official/service provider in question.

Please note that all documents should be in Finnish, Swedish or English. If they are not, they should be translated by an official translator.

IMMIGRATION

All residence permits and EU registrations are handled by the Finnish Immigration Service MIGRI. It is recommendable to apply for the first residence permit already before arriving to Finland, at a local embassy. For more information visit www.migri.fi

RESIDENCE PERMIT (NON-EU CITIZENS)

For researchers:

- filled-in application form (OLE_TUT: see [here](#) for details, electronic application system available [here](#)).
- hosting agreement
- applicable employment certificates (originals)
- 1 passport photo
- previous degree certificates (originals)
- passport/valid travel document
- required sum of money in cash ([see here](#) for details on the fees)

For research done without M.Sc. degree: Work in the field of science, culture or arts form (OLE_TY5 see [here](#) for details, electronic application system available [here](#)).

- hosting agreement
- applicable employment certificates (originals)
- 1 passport photo
- previous degree certificates (originals)
- passport/valid travel document
- required sum of money in cash (see [here](#) for details on the fees)
- Evidence of your work experience in the field of science, culture or arts (certificates of employment from your previous employers or equivalent evidence)



2021

For employees other than researchers:

- filled-in application form (see [here](#) for details, electronic application system available [here](#)).
- signed original work contract / hosting agreement from UH
- passport/valid travel document
- required sum of money in cash (see [here](#) for details of the fees)
- 1 passport photo (for non-EU citizens only)
- [TEM 0.54](#) form filled-in by the University of Helsinki

For family members:

- filled-in application form (see [here](#) for details)
- clarification of family ties (see [here](#) for details)
- certificate of marriage/registration of partnership (legalized/Apostille stamped)
- passport/valid travel document
- required sum of money in cash (see [here](#) for details)
- 1 passport photo (for non-EU citizens only)

REGISTRATION OF EU RESIDENCY (EU CITIZENS, excl. Nordic citizens)

- an EU registration form (see [here](#) for details)
- your national proof of identity or passport;
- in case of paid employment, a statement from the employer confirming the employment relationship or an employment certificate;
- if you are not an employee or self-employed, a description of your means of support

NB! You should also have a permanent address, as the officials do not accept hotel or hostel addresses as permanent accommodation. Serviced apartments such as Töölö Towers are accepted.

Digital and Population Data Services Agency (DVV)

(at International House Helsinki)

RESEARCHERS / EMPLOYEES

- work contract / grant decision
- passport
- residence permit (for non-EU citizens)
- registration documentation from MIGRI (for EU residents, excl. Nordic citizens)
- filled in application form (available at the IHH / DVV service point)



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FAMILY MEMBERS

- spouse's hosting agreement / work contract
- passport
- residence permit (for non-EU citizens)
- documentation from the Finnish Immigration Service (for EU residents, excl. Nordic citizens)
- filled in application form (available at the magistrate)
- original marriage and/or birth certificates complete with Apostille stamp (if from outside EU) and translation if necessary (the magistrate accepts Finnish, Swedish and English translation or originals)

TAX CARD

- work contract/ grant decision
- estimation of earnings until the end of current year
- figures of taxes paid in Finland before applying (if applicable)
- passport
- personal ID number (can also be generated by tax officials)

KELA

- copy of work contract/ grant decision
- copy of passport
- personal ID number
- application form for a KELA-card filled in (check [here](#) for more information)

NB! Not everyone is entitled to all KELA benefits. Please contact [KELA](#) for more information.

BANK ACCOUNT

- work contract/ grant decision
- passport
- residence permit card (if applicable)
- proof of magistrate registration e.g. personal ID number
- salary slips (from Finland, past 3 months, if possible)

NB! The practise of obtaining a bank account varies according to bank and branch in Finland.