

## **THIS LETTER IS FOR ALL THOSE STUDENTS WHO ARE STUDYING IN FINLAND AND NEED A NEW RESIDENCE PERMIT. (EXTENDED PERMIT)**

### **What to do?**

Submit an application for a residence permit online at <https://enterfinland.fi/eServices>

- You need to submit your application before the validity of your current permit expires. Submit your application in good time. Your application will become pending from the moment you send in the application via Enter Finland.
- You can only apply for an extended permit in Finland.
  - If you submit your application abroad, your application will be processed as an application for a first residence permit and the application will be subject to a processing fee for a first permit.
- If you have applied for an extended permit through the Enter Finland service, you do not necessarily have to prove your identity and give your fingerprints at our service point.
  - When you have submitted your application using Enter Finland, the service will inform you of whether you need to visit a service point.
- If required, visit one of our service points for identification and fingerprinting. Your application will not be processed before you've visited a Service point
  - Book an appointment to one of our Service points at <https://migri.vihta.com/public/migri/#/home>
  - All our Service points are listed at [www.migri.fi](http://www.migri.fi)
- If you do not submit the application online, you must fill in a paper application and submit it at one of the service points of the Finnish Immigration Service
  - Please notice that you should have a filled application form (OLE\_OPI) with you, if you didn't apply the permit online

### **Important to remember:**

Start preparing your application in good time before your permit expires. We recommend that you apply for a new residence permit at the earliest three months before your current residence permit expires. The application process is longer if you submit an incomplete application, so be sure to follow the instructions on the next page of this letter.

Check out more information at <http://migri.fi/en/studying-infinland>

We process all residence permit applications based on studying as urgent. To follow the progress of your application, log on to your electronic account. You can also find updates on application queues at [www.migri.fi](http://www.migri.fi)

Remember that telephone or e-mail inquiries will not make the process faster.

If your application is approved, you will get a biometric residence permit card. The card is manufactured in Finland and delivered to your Finnish address. It's not possible to collect the card from the Finnish Embassy. Submit a notification of change of address to us, if you move to another address in Finland!

## HOW TO PREPARE A PERFECT APPLICATION?

Open an electronic account at <https://enterfinland.fi/eServices>

Log on to your account and fill in the application form for studies. Make sure to fill in your name as it is in your passport and your contact details.

Next, collect these mandatory appendices. If your documents are not in Finnish, Swedish or English, have them translated into one of these languages by an authorized translator. Take the originals of your documents with you to a service point.

You find more information about the appendices from our website:

<http://migri.fi/en/studying-in-finland>

## Studies

If your application is approved, the residence permit is valid for two years, unless you apply for a shorter period. However, the residence permit is only valid for the duration of your studies, if your studies take less than two years.

- Certificate of attendance from your educational institution in Finland
- Transcript of records including the credits you have completed
  - If you have less than 45 credits from previous academic year, please attach an explanation on your studies and about your future plans.
  - If your right of study has been extended, please attach an official certificate from your educational institution
  - If you are working on your thesis or dissertation, please include a statement given by your supervisor on how you are proceeding.

## Health insurance

- If your studies in Finland last two years or more in total: your insurance must cover medical expenses up to at least 40,000 €.
- If your studies last less than two years in total: your insurance must cover both sickness and accident related medical expenses up to at least 120,000 €.
- Your insurance must be valid throughout your entire stay in Finland. Take out insurance minimum for a year if you plan to study in Finland for at least a year.
- Make sure that there are no restrictions to the number of days within the period of validity. Travel insurances are often valid for 90 days per trip -> not acceptable.
- Acquire an insurance document which indicates the following information:
  - Your personal details
  - Period of validity of insurance
  - Geographical area in which your insurance is valid
  - Insurance coverage
  - Insured amounts
  - Amount of deductible, or a mention that there is no deductible

- **Do not terminate your insurance!** Otherwise you will be responsible for the costs yourself

### **Sufficient funds**

- You need to have 560 euros per month, that is 13,440 € for two years, at your disposal for your living costs. If you only want the residence permit for one year at a time, you must have 6,720 €.
- Explanation on how your income is secured in Finland
  - A bank statement from your Finnish bank account from the past six months. If you do not have a Finnish bank account you must verify how you are able to use your foreign account in Finland. Make sure the statement indicates you as the account owner.
  - If you are working: Your employment contract and payslips from the past six months
  - Other possible proofs of your secured income

### **Tuition fees (if you have started your studies in Autumn 2017 or later)**

- Please attach documentation of the paid fee.
- If you have been exempted from paying tuition fees, partially or entirely or received a scholarship, you have to present a certificate from the educational institution of this

### **A passport and a passport photo**

Please notice that the photo must not be more than six (6) months old. The photo must comply with the passport guidelines issued by the police. For more information, please go to: [http://www.poliisi.fi/passport/passport\\_photo\\_instructions](http://www.poliisi.fi/passport/passport_photo_instructions)

- A photograph retrieval code you received from a photo shop **or**
- A passport photo