

be filed together with the application for a residence permit. Along with the completed application/registration form, the following enclosures are needed:

- A valid passport (or other officially accepted travel document)
- Certificate of registration with the Finnish university/acceptance letter (visiting scholars: other relevant proof showing the reason for your stay) or employment contract/certificate of employment if employed
- Proof of funds or scholarship to cover the expenses in Finland
- A valid health insurance for the entire study period (only needed for students from non-EU/EEA countries).

Residence permit applications can be submitted electronically.

Information on residence permits for certain type of work (researcher/traineeship/visiting teachers) can be found here: www.migri.fi/working_in_finland/an_employee_and_work.

If you are financing your studies yourself, you should have a minimum of 6720€ deposit in your bank account to cover expenses during one year, that is, 560€/month of stay in Finland. The bank account does not have to be in Finland. However, there should not be any conditions attached to this account. In other words, you should be able to use this money and transfer it to Finland at any time. A new proof of funding is required at the beginning of each academic year.

A student who has been granted a scholarship or who is taking part in an exchange programme must show proof of acceptance to this programme from the sponsor.

More information on the residence permits is available at the Finnish mission in your country and on the website of the *Finnish Immigration Service* (www.migri.fi). Please check travel documents accepted by Finland by country: www.formin.fi.

Extension to a Residence Permit

When applying for an extension of the residence permit, all the enclosures that were submitted along the first apply for residence permit must be submitted again. Additionally, you need to enclose a Transcript of Records to show that your studies have progressed as planned. If the studies have not proceeded as planned, the student may also be asked to submit a study plan showing that he/she intends to finish his/her studies.

N.B. When you apply for an extension of a residence permit, make sure that you get a certificate that states that you have applied and that your application is now being processed. This certificate will work as a proof that you are legally in Finland if your original residence permit ends before your extension has been decided.

Åbo police station:

Varsinais-Suomen poliisilaitos
Polisinrättningen i Egentliga Finland,
Eriksgatan 40–42
FI-20101 Åbo
Phone: +358 (0)295 440 501 (switchboard)
Office hours: Mon-Fri 8.00-17.00, Sat 8.00-15.00
www.poliisi.fi/varsinais-suomi

Vasa police station:

Pohjanmaan poliisilaitos
Polisinrättningen i Österbotten
Korsholmsesplanaden 45
FI-65100 Vasa
Phone: +358 (0)295 440 511 (switchboard)
Office hours: Monday-Friday 8.00-16.15
<https://www.poliisi.fi/pohjanmaa>

Most license services at both Varsinais-Suomi Police Department and Pohjanmaa Police Department are available by appointment only. The reservations can be made by calling the specific customer service line or online (<https://asiointi.poliisi.fi/ajanvaraus/reservations>). In the service hall at Åbo police station, there is also a computer that can be used to make the reservation. Appointments can also be reserved at service desks where you can collect ready documents at each police station using the