

The purpose of this checklist (**internship that is part of your studies**) only is to check and prepare the documents for the application. Please print the list three times. Please sort all of your application documents in the order given into three complete sets (one set of originals and two sets of copies). The originals will be returned to you immediately after they have been checked by the visa department.

- This set of documents contains the first set of copies.
- This set of documents contains the second set of copies.
- This set of documents contains the originals.

**These documents must be presented:**

- completed application form
- passport that is valid for at least 6 more months, has at least 2 blank pages and does not exceed a total validity period of 10 years (photocopies of all pages with entries are required);
- valid Finnish residence permit;
- Your up-to-date Finnish residence certificate (original document) : asuinpaikkatodistus obtainable at the Digi- ja väestötietovirasto (DVV)
- proof of valid health insurance / travel health insurance, for all Schengen countries, which covers the costs of any repatriation in the event of illness or death as well as the costs for emergency medical assistance and /or an emergency room in the hospital. The validity period of the visa (maximum 6 months) depends, among other things, on the validity period of the health insurance;
- internship contract with details of the type and duration of the internship and the amount of the monthly salary;
- prior approval by the Federal Employment Agency, which your employer can apply for (not for internships which are part of Erasmus programs);
- evidence of previous studies in Finland;
- confirmation from the Finnish university that the internship is part of the studies;
- proof of sufficient financial resources for the duration of the internship, this means: salary of at least € 934 / month or proof of a blocked account set up with a German bank with a blocked balance of € 934/ month)
- 2 recent biometric passport photos (only third set of documents)
- the visa fee (€ 75) can be paid in cash or by credit card (Visa or MasterCard) (only third set of documents)