

INTRA CORPORATE TRANSFER PERMIT PROCESS MAP



STEP 1: ICT WORK AND RESIDENCE PERMIT ONLINE APPLICATION

FGI will register the principal applicant and any accompanying dependents, file and pay for the work and residence permit application(s) using the Finnish E-Service, which can be accessed online.

STEP 2: PERSONAL CONSULAR APPEARANCE (BIOMETRICS)

Once the online application has been made, the applicants will need to attend the Finnish diplomatic post in their country of residence within three months to show their original documents and for fingerprinting and a biometric photograph.
Processing time: 6-8 weeks

STEP 3: ENTRY TO FINLAND

Upon receiving the work and residence permit, the applicant and family may now enter Finland with a valid passport and valid permit card. The applicant may begin working after this step.

STEP 4: NOTIFICATION OF ASSIGNMENT (POSTED WORKERS ONLY)

The posting company must submit a notice no later than the beginning of the assignment, at the latest on the same day as the contractual work begins. The notification can also be made in advance at the time the service contract is agreed.

STEP 5: LOCAL REGISTRATION

Within six months of arrival, the applicant (and family) should register their municipality of residence with the local Register Office in their area of jurisdiction if remaining in Finland for more than a year.