



# Instructions to fill in a Kela card application

A Kela card can be applied for if you are an employee or DVV has granted you a municipality of residence. This application can be made after your DVV registration has been completed or if you are an employee, you have a Finnish personal identity code and your first salary has been paid.



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JYVÄSKYLÄN YLIOPISTO  
UNIVERSITY OF JYVÄSKYLÄ

# Application: Kela card (form SV 157e)

Fill in this form to apply for a Kela card.

If your family members are applying for a Kela card, all of them need to fill in this form as well.

**Kela®****Application  
Kela card**

SV 157e

 For more information see [www.kela.fi](http://www.kela.fi) If you have questions, please call our customer service number ([www.kela.fi/call-kela](http://www.kela.fi/call-kela)) Please make sure to complete the application carefully. We may contact you for further information if necessary.  
Send the application by mail.  
The address is Kela, PL 10, 00056 KELA.

**[Download the application form from this link.](#)**

**1. Information about the applicant**Personal identity code  Family name and given names Address Postal code  Postal district Telephone  E-mail 

**Fill in your personal information.**

You can find your Finnish personal identity code (henkilötunnus) in your residence permit card, tax card or DVV's documents.



## 2. Application

**i** If you do not have a valid Kela card or if you have never had a Kela card before, please also fill in form Y 77e (Notification - Moving to Finland).

I am applying for a Kela card

to replace a lost or destroyed card.

for some other reason. Please specify.

Tick 'for some other reason' and write, e.g. "I'm applying for a first Kela card after moving to Finland."

## 3. Signature

Place and date

Signature

Print out the form, add a place, date and your signature.



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# Notification: Moving to Finland (form Y 77e)

Fill in this form and attach it to the Kela card application.

If your family members moved to Finland with you, your spouse needs to fill in this form too. Please note that this form is not needed from children.



**Kela<sup>®</sup>**

## Notification Moving to Finland

Reset form

Y 77e



You can also complete the form and file related documentation online at [www.kela.fi/omakela](http://www.kela.fi/omakela) (in Finnish) or [www.fpa.fi/mittfpa](http://www.fpa.fi/mittfpa) (in Swedish). More information is available at [www.kela.fi/residence](http://www.kela.fi/residence)



If you have questions, please call our customer service number ([www.kela.fi/call-kela](http://www.kela.fi/call-kela))



Please make sure to complete the form carefully. Attach all necessary documentation. We may contact you for further information if necessary. Send the form and any supporting documents by mail. The address is  
Social Insurance Institution  
Centre for International Affairs  
PO Box 78  
FI-00381 Helsinki  
FINLAND

**Download the application form from this link.**



### 1. Applicant

Personal identity code or date of birth Family name and given name

Address in Finland

Postal code Postal district

Latest address abroad

Phone number E-mail

Social insurance number abroad

### 2. Moving to Finland

From which country did you move to Finland?

When did you move to Finland?  -

I am in Finland  for the following period

① If you do not know the exact dates, you can give estimated dates for your residence in Finland.

for the time being

I am a return migrant.

① Please go on to section 5. Children.

### 3. Family circumstances

Married

Cohabiting since

Registered partnership

Family name and given name of your spouse/partner

Personal identity code or date of birth

Add your personal details.

If you do not have a Finnish personal identity code, fill in your date of birth.

If you do not have a social insurance number abroad, leave it blank.

*I'm in Finland for the following period:* You can put here your arrival date and the end date in either your work contract or Agreement on Conducting Research using the University Premises and Equipment.

#### 4. Reason for moving to Finland

① Please fill in sub-sections a-f as applicable to your situation.  
See section 7. Enclosures for details about the required documentation.

##### a. Work

I will work in Finland  on a permanent basis starting \_\_\_\_\_  
 for the period \_\_\_\_\_ - \_\_\_\_\_

as a paid employee.  
 as self-employed.  
 as a posted worker or self-employed person.  
 as a staff member of an international organisation. Which organisation? \_\_\_\_\_  
 performing some other kind of work. Please specify \_\_\_\_\_

Will you continue to work in some other country than Finland?  
 No. When did you end your work or self-employment in that country? \_\_\_\_\_  
 Yes. In which country? \_\_\_\_\_  
 I am not moving to Finland, but I will work for a Finnish employer, for instance as a seaman.  
How often will you visit your home country? \_\_\_\_\_

##### b. Education

I am a full-time student in Finland.

##### c. Research or employment supported by a grant

I will conduct research.  
 I will be in employment supported by a grant.  
① If you are being paid the grant from Finland, contact Mela (Farmers' Social Insurance Institution) to find out whether your grant is subject to insurance under the MYEL (Farmers' Pensions) Act. See [www.mela.fi](http://www.mela.fi) for more information.

Place of work: \_\_\_\_\_

Will you do other work besides research?  
 No  Yes

##### d. Family member living in Finland

Family name and given name of the family member living in Finland \_\_\_\_\_ Personal identity code \_\_\_\_\_

Family relationship \_\_\_\_\_

##### e. Pension recipient

Do you receive a pension from some other country than Finland?  
 No  Yes. Provide information on the pension under section 6.

##### f. Refugee

Yes

##### g. Other reason

① You can use this space to tell about your reasons for moving to Finland and your ties to Finland.

**Choose only one reason for moving to Finland. Fill out a) if you are employed by JYU, c) if you have a grant or g) if you are self-funded in addition to other applicable sections.**

**4. a) I will work in Finland for the period of:** The end date here can be the date until which you plan to stay in Finland and state in the additional information (section 8.) that you have a work contact for x years but in reality your stay here will be for x years.

**How often will you visit your home country:** this is related to the previous question in the form (if you work for a Finnish employer but do not live in Finland). If that does not apply, do not fill this out.

**4. b) This does not apply to doctoral students/doctoral researchers.**

**4. c) I will conduct research:** tick this if you have a grant from outside Finland.

**I will be in employment supported by grant:** Tick this if you have a grant from Finland.

**Attach your grant decision to this application**  
**If you have an employment, do not tick this.**



## 5. Children

① Please list all children who are under 18, who are moving to Finland and who are in your care and custody.

Family name and given name

Personal identity code or date of birth

Date of moving

Family name and given name

Personal identity code or date of birth

Date of moving

Family name and given name

Personal identity code or date of birth

Date of moving

Family name and given name

Personal identity code or date of birth

Date of moving

## 6. Coverage under the social security system of another country

Have you worked in your previous country of residence?

No       Yes. End date of the work there \_\_\_\_\_

Are you being or have you been paid a social security benefit (for example a daily allowance, child benefit or pension) from another country?

No       Yes. Which benefit?

Payment of the benefit continues

Payment of the benefit will end or ended on \_\_\_\_\_

Name and address of the institution paying or having paid the benefit:

**Fill in the details of your children who are moving to Finland with you.**

**NB. If your spouse is moving with you, he/she will need to fill in a separate form individually.**

**Answer the questions in this section.**



#### 7. Enclosures

 Kela obtains information on your employment from the national incomes register starting 1 January 2019. Depending on the extent of the information reported to the national incomes register, we may ask for further information about your employment, when needed.

##### Section 4. Reason for moving to Finland

###### a. Work

- Self-employed persons: Proof of enrolment in the pension insurance scheme for self-employed persons.
- Posted workers or self-employed persons: Certificate of posting (A1) from your country of origin.

###### c. Research or employment supported by a grant

- Grant recipients: Decision concerning the award of the grant.

###### Other enclosure

- Please specify:

#### 7. Enclosures: Only grant researcher's fill out this and the section c) in here.

If you are on a grant or self-funded, add the Agreement on Conducting Research using the University Premises and Equipment as an enclosure.

If you are an employees no attachments are needed.

#### 8. Additional information

 Write the number of the section you are referring to.

Add any additional information if you want to clarify something. Otherwise this part can be left empty.

#### 9. Signature

I declare that the information I have given is true and accurate. I will notify any changes.

Place and date      Signature and printed name of the applicant

Print out the form, add a place and date and your signature.

The information you have provided may be used for other benefit determinations, if so required under law. Conversely, any information obtained within the context of another benefit may be used to decide the present matter.

Please contact Kela for more information about which outside sources we may access to obtain additional information about your circumstances and to whom we may provide such information.

Y77e 06.22 Web form (PDF)

[www.kela.fi](http://www.kela.fi)

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# Submitting the application and receiving the decision

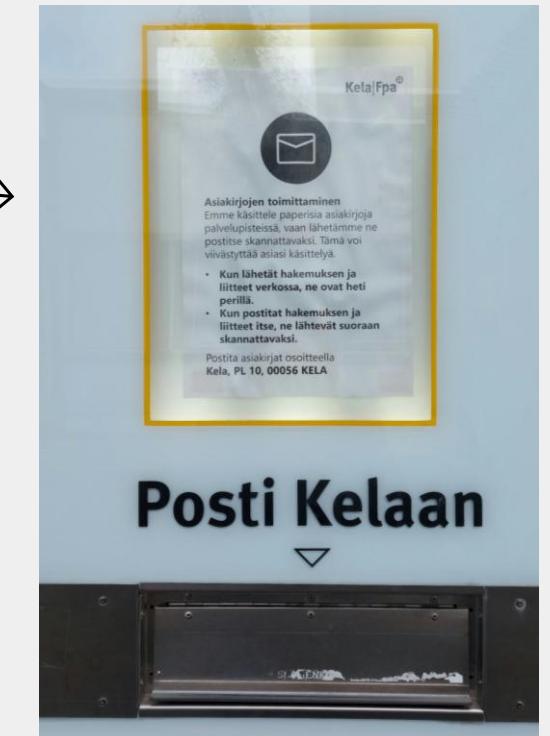


# Submitting the application and receiving a decision

- After printing out and signing the filled forms, you can:
  1. Leave them to the mailbox outside of the Jyväskylä [Kela office](#), see the picture
  2. OR mail them to:

Social Insurance Institution  
Centre for International Affairs  
PO Box 78  
00381 Helsinki

3. OR if you have activated e-identification or you have eIDAS from another EU country, you can submit the signed and scanned pdf documents electronically via [OmaKela](#).



- The decision will be sent to your home address, and it will be in Finnish or Swedish. If you need help with the translation, you can contact [Kela's customer service](#).
- NB: The decision may take even a few months to arrive.