

Record no

ACCOUNT OF STUDIES TO THE TE OFFICE

You must submit an account of your studies to the TE Office (Employment and Economic Development Office) to determine your right to unemployment security.

There is room for a free-form account at the end of the form. You must fill in a form for all separate studies.

The TE Office may ask you for further information on your studies and request further accounts to confirm the information you have provided.

Applicant

Applicant's name	Personal identity code
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1. Basic information

1.1 Name of degree or study programme	
1.2 Name of educational institution	
1.3 City in which the educational institution is located	1.4 Telephone number of the educational institution

2. At what stage are your studies

At what stage are your studies?

2.1 My studies have started or are about to start. This refers to studies you have started or are about to start while unemployed.

2.2 My studies are in progress.

2.3 My studies have ended or are about to end.

3. Start and end of studies

Start and end of studies

3.1 Yes No Are you applying for unemployment benefit for after your studies start?

3.2. When did your studies start or when will they start? _____

3.3 Yes No Are you applying for unemployment benefit for before your studies end?

3.4 When did your studies end or when will they end? _____

4. Information about studies

Information about studies

4.1 My studies will lead to a bachelor's degree or master's degree from a university of applied science.

4.2 My studies will lead to a bachelor's (or similar level) degree from a university.

4.3 Do you have the right to continue your studies in a master's degree programme?
 Yes No

4.4 My studies will lead to a master's (or similar level) degree from a university.

4.5 My studies do not match the abovementioned options.

5. Scope of studies

What is the overall scope of your studies according to the study plan (including contact teaching, remote learning and internship)?

If the educational institution has prepared a personal study plan (PSP or equivalent) with you, answer the questions based on this plan.

Please note: Enter the scope of the studies in hours only if it has not been defined as credits, credit units or competence points. If the scope of the studies has not been specified, select section B.

5.1 A. _____ study credits credit units competence points hours

5.2 B. My studies are in preparation for a competence-based qualification or are other studies whose scope has not been specified.

If your studies are in preparation for a competence-based qualification, submit a copy of your personal study plan (PSP) or another report on the scope of the studies to the TE Office.

5.3 Start date of studies: _____

5.4 End date of studies: _____

5.5 Holiday periods of the educational institution:

_____/_____-_____/_____ I will study during the holiday period

_____/_____-_____/_____ I will study during the holiday period

_____/_____-_____/_____ I will study during the holiday period

5.6 I do not have information on all the holiday periods of the educational institution.

The holiday periods of an educational institution refer to periods lasting at least five working days. If you do not have information on all the holiday periods, find them out and provide the TE Office with the educational institution's brochure or another similar account that specifies the holiday periods.

6. Working during studies and entrepreneurial activities

6.1 Have you worked during your studies?

Yes No

Employer	Work started	Work ended	Employment relationship is ongoing	Working hours (hours per week)
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

6.2 Have you engaged in entrepreneurial activities during your studies?

Yes No

Name of enterprise	Activities started	Activities ended	Activities are ongoing
			<input type="checkbox"/>
			<input type="checkbox"/>

6.3 Briefly explain the nature of your entrepreneurial activities and how much work they have entailed for you.

7. End of studies

End of studies

- 7.1 I have received a diploma or similar certificate for completing my studies.
- 7.2 I have completed all required studies and they, including my thesis, have been approved, but I have not received a diploma or a similar certificate for completing my studies..
- 7.3 I have resigned from the educational institution or given up my right to study at a university.
- 7.4 I have lost my right to study or it has been revoked.
- 7.5 I have completed a part of a vocational qualification and will not continue my studies immediately.
- 7.6 I have completed preparatory studies for a skills test.
- 7.7 My studies have been interrupted for at least one year. Interruption of studies refers to a situation where you have not earned credits for a period of one year and you have not, for example, taken classes or prepared your final thesis under guidance.
- 7.8 I have submitted my licentiate or doctoral thesis for preliminary review.
- 7.9 My studies have ended for another reason.

7.10 Why have your studies ended?

8. More information about your studies?

More information about your studies? (If you have worked during your studies, please explain why your latest employment relationship ended.)

9. Seeking full-time work

Are you seeking and ready to accept full-time work?

- 9.1 Yes
- 9.2 No
- 9.3 Not during my studies
- 9.4 No. I receive partial disability pension and am applying for part-time work.

Seeking full-time employment is a prerequisite for receiving unemployment benefit. The requirement also applies to laid-off employees, for example. If you receive partial disability pension, you only need to seek part-time work.

10. Signature

When submitting this account to the TE Office, I assure that the information is correct. I will notify the TE Office if the information changes.
Providing false information is a punishable act and may lead to consequences such as the recovery of unjustified unemployment benefits.

Place and date

Signature

Name in print