

Record no

ACCOUNT TO THE TE OFFICE ABOUT STUDIES IN COMPREHENSIVE SCHOOL OR GENERAL UPPER SECONDARY SCHOOL

You must submit an account of your studies to the TE Office (Employment and Economic Development Office) to determine your right to unemployment security. This form applies to comprehensive school and general upper secondary school studies. This form is also used when you are studying in general upper secondary school while also doing vocational studies.

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. Information about the educational institution

1.1 Name of educational institution	
1.2 City in which the educational institution is located	1.3 Telephone number of the educational institution

2. Basic information on studies

Basic information on studies	
2.1 <input type="checkbox"/> I am studying in comprehensive school	
2.2 <input type="checkbox"/> I am studying in general upper secondary school	
2.3 <input type="checkbox"/> I am studying in general upper secondary school and doing vocational studies	
2.4 Start date of studies	2.5 Start date of studies

3. Comprehensive school studies

Comprehensive school studies	
3.1 <input type="checkbox"/> I am studying the full syllabus of comprehensive school.	
3.2 <input type="checkbox"/> I am doing comprehensive school studies, for example individual courses, _____ courses.	
3.3 <input type="checkbox"/> I am doing studies in basic education for adults _____ courses.	

4. General upper secondary school studies and vocational studies that include general upper secondary school studies

General upper secondary school studies and vocational studies that include general upper secondary school studies	
4.1 <input type="checkbox"/> I am doing general upper secondary school studies whose scope is at least 150 credits or 75 courses (general upper secondary school studies mainly intended for young people).	
4.2 <input type="checkbox"/> I am doing upper secondary school studies at a boarding school. The number of courses does not matter.	
4.3 <input type="checkbox"/> I am doing general upper secondary school studies whose scope is at least 88 credits or 44 courses (general upper secondary school studies mainly intended for adults).	
4.4 <input type="checkbox"/> I am taking individual courses at a general upper secondary school intended for young people.	
4.5 <input type="checkbox"/> I am taking individual courses in upper secondary school for adults.	
4.6 <input type="checkbox"/> I am studying the full syllabus of comprehensive school (in total at least 150 credits or 75 courses, general upper secondary school studies mainly intended for young people) and for a vocational degree.	
4.7 <input type="checkbox"/> I am studying the full syllabus of comprehensive school (in total at least 88 credits or 44 courses, general upper secondary school studies mainly intended for adults) and for a vocational degree.	
4.8 <input type="checkbox"/> I am doing general upper secondary school studies as part of a vocational qualification.	
4.9 Prior to your current studies, have you done upper secondary school studies but not completed them?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Information on unfinished general upper secondary school studies before current studies

5.1 Name of educational institution	
5.2 City in which the educational institution is located	5.3 Telephone number of the educational institution
5.4 Start date of studies	5.5 End date of studies
<p>Select the appropriate option.</p> <p>5.6 <input type="checkbox"/> I was doing general upper secondary school studies whose scope was at least 150 credits or 75 courses (general upper secondary school studies mainly intended for young people).</p> <p>5.7 <input type="checkbox"/> I was doing upper secondary school studies at a boarding school. The number of courses does not matter.</p> <p>5.8 <input type="checkbox"/> I am doing general upper secondary school studies whose scope is at least 88 credits or 44 courses (general upper secondary school studies mainly intended for adults).</p> <p>5.9 <input type="checkbox"/> I was taking individual courses at a general upper secondary school intended for young people.</p> <p>5.10 <input type="checkbox"/> I was taking individual courses in upper secondary school for adults.</p> <p>5.11 <input type="checkbox"/> I was studying the full syllabus of comprehensive school (in total at least 150 credits or 75 courses, general upper secondary school studies mainly intended for young people) and for a vocational degree.</p> <p>5.12 <input type="checkbox"/> I was studying the full syllabus of comprehensive school (in total at least 88 credits or 44 courses, general upper secondary school studies mainly intended for adults) and for a vocational degree.</p> <p>5.13 <input type="checkbox"/> I was doing general upper secondary school studies as part of a vocational qualification.</p>	
<p>5.14 The scope of my previous general upper secondary school studies was</p> <p style="text-align: right;"><input type="checkbox"/> credits <input type="checkbox"/> courses</p>	
5.15 What is or was the overall scope of your vocational studies according to the study plan (including contact teaching, remote learning and internship)?	
<p>If the educational institution has or had prepared a personal study plan (PSP or equivalent) with you, answer the questions based on this plan.</p> <p>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.</p>	
<p>A. _____ <input type="checkbox"/> study credits <input type="checkbox"/> credit units <input type="checkbox"/> competence points <input type="checkbox"/> hours</p>	
<p><input type="checkbox"/> B. The vocational studies are in preparation for a competence-based qualification or are other studies whose scope has not been specified.</p> <p>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.</p>	
5.16 Holiday periods of the educational institution:	
_____ / _____ - _____ / _____	<input type="checkbox"/> I will study or studied during the holiday period
_____ / _____ - _____ / _____	<input type="checkbox"/> I will study or studied during the holiday period
_____ / _____ - _____ / _____	<input type="checkbox"/> I will study or studied during the holiday period
<p>5.17 <input type="checkbox"/> I do not have information on all the holiday periods of the educational institution.</p> <p>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.</p>	
5.18 Are your vocational studies in progress?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.19 Give an account of what you did between the end of your previous studies and the beginning of your current studies. Were you employed, in military or non-military service, on family leave, unemployed or a jobseeker in a foreign employment office?	

6. Scope of current studies

6.1 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 the scope of the studies has not been defined as credits, credit units or competence points. The scope of comprehensive school studies is always indicated in hours. If the scope of the studies has not been specified, select section B.

A. _____ study credits credit units competence points hours

B. The 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.

6.2 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

6.3 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.

6.4 The scope of my general upper secondary school studies is (courses). (If the general upper secondary school studies are part of a vocational degree, you do not need to answer this question).

7. Work and entrepreneurial activities during studies

7.1 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"/>	

7.2 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"/>

7.3 Explain briefly what kind your entrepreneurial activity has been and how much work it has entailed for you.

8. End of general upper secondary school studies

8.1 Have you completed the matriculation examination?

No Yes, the date of completing the matriculation examination is _____

8.2 Do you intend to take the matriculation examination test in at least two subjects within the next semester or the semester following that?

No During the semester or semesters _____

8.3 Have you completed the general upper secondary school syllabus?

No Yes, date of completion _____

8.4 Have your upper secondary school studies ended?

No Yes

9. End of comprehensive school studies and vocational studies

End of comprehensive school studies and vocational studies

9.1 I have received a diploma or similar certificate for completing my studies.

9.2 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.

9.3 I have resigned from the educational institution.

9.4 I have lost my right to study or it has been revoked.

9.5 I have completed a part of a vocational qualification and will not continue my studies immediately.

9.6 I have completed preparatory studies for a skills test.

9.7 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.

9.8 My studies have ended for another reason.

9.9 Why have your studies ended?

10. More information about your studies

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

11. Seeking full-time work

Are you seeking and ready to accept full-time work? (Select the appropriate option.)

11.1 Yes

11.2 No

11.3 Not during my studies.

11.4 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.

12. Date and 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