

# Checklist for a placement agreement linked to higher education studies

This document provides guidelines for how a certificate is to be formed on the basis of the information required by the Swedish Migration Agency to take a decision on a residence permit for a placement.

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## Checklist for a placement agreement linked to higher education studies

A placement agreement for matters concerning a residence permit for a placement linked to higher education studies should contain the following:

- **Heading stating what the certificate is for**  
For example, information to the Swedish Migration Agency concerning an application for a residence permit for a placement linked to higher education studies.
- **Date of issue of the certificate**
- **Name of the trainee**  
Including date of birth and citizenship (and, if applicable and available, the Swedish Migration Agency's reference number).
- **Information about the content of the placement**  
The purpose of a placement is for the trainee to gain knowledge, practical skills and experience in a work environment. Describe the placement's content and objectives and what elements of training/education it includes. State whether the placement is at a private sector employer, a government agency or other organisation in Sweden.
- **Information about working conditions and supervision**  
Describe the working conditions of the placement and the form and extent of supervision provided. What will the trainee do and what supervision will the trainee be given?
- **Information about the trainee's terms of employment**  
State the trainee's terms of employment. State the salary the trainee will be given and what insurance policies the trainee will be covered by. The terms of employment must be at the same level as collective agreements or whatever is normal for trainees within the relevant profession or industry.

- **Information about the length of the placement**  
State the length of the placement period.
- **Information about the placement working hours**  
State what working hours the trainee will do.
- **Information about the trainee's qualifications**  
State the trainee's qualifications or ongoing studies/training and explain in what way the placement is related to the trainee's qualifications/studies. State whether the trainee has other qualifications which have given rise to the placement.
- **Signature of the person who has issued the certificate**  
Information about the person who has issued the certificate including professional role and contact details. If the application regarding residence permit is submitted via the Swedish Migration Agency's e-service, the trainee does not need to sign the certificate. If the application is submitted on a paper form, the trainee must also sign the certificate.