Checklist for Business

Name: _____ Passport Number: _____	Contact No.: _____ E-mail Address:_____

Prepare all the necessary documents listed below before you deliver the application**, otherwise the application might be refused by the Embassy of Finland in New Delhi.** The required documents have to be translated into English or Finnish in a separate document according to the instructions below.

Please be prepared to show original documents at the VAC, but submit only legalized copies of documents. Copies have to be in A4 size. Embassy does not return any other documents to applicant than passports.

Embassy does not need any additional documents at this point, but might request additional documentation if necessary and if deemed necessary, to interview the applicant. **Estimated processing time for individuals is 3-5 working days, 20 working days for groups and in certain cases 30 working days. The processing time does not include week-ends or public holidays (either Finnish or Indian).**

Note: The application material should be organized in the following order.

	Required Documents	Yes	No/	Remarks
1.	**A valid travel document** and a one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey. Previous travel documents should be attached to application.			
2.	**A current Schengen visa application** form duly completed dated and signed by the applicant. **A recent color passport photograph** (taken within the past six months, white or light background). See the passport photo guidelines by the Finnish Police.			
3.	**Flight reservation** (not a paid ticket), paid tickets with the e-ticket reference number can be presented by collection of the visa, if the Embassy has requested this.			
4.	**Travel medical insurance**, which must be valid for the whole duration of the travel. The minimum amount of the insurance indemnity is 30 000 euros and it must be valid in whole Schengen area or worldwide. The travel medical insurance must be acquired from an insurance company approved by the Schengen countries.			
5.	**Afghan applicants: a copy of national ID card (taskera) and a translation.**			
6.	**Letter from the employer** stating the nature of employment as well a valid employment ID.			
7.	**Proof of sufficient funds**, such as bank statement, salary slip or income tax statement. The Embassy may check the authenticity and stability of the funds stated. If a company, legal person or private person has provided the applicant with an invitation stating that they will bear all or part of the costs, the Embassy may check the validity of the statement.			
8.	**Original free-form invitation letter from a business partner or an organization** and one photocopy. The invitation letter should state the contact information (name of the contact person, phone number and address), purpose and date of travel. In case the business partner or organization needs to invite the applicant for several trips in the future, this information must be specified in the invitation letter.			

In case of any additional documents required by the Embassy of Finland, I am aware that I need to submit the documents at Visa Application Centre and the processing time for my application may increase.

The processing of the application is subject to the procedures and timelines of the Embassy of Finland and Visa Application Centre has no control over it. In case of any delay I agree to reschedule my travel itinerary and related bookings and documents.

During the time of the assessment of my visa application the Embassy of Finland will not answer any form of enquiry regarding state or outcome of the procedure.

Grant or refusal of visa is at the sole discretion of the Embassy of Finland and Visa Application Centre has no role in the decision making process and no promises have been made by any Visa Application Centre's staff on this account.

The mere possession of a visa does not confer an automatic right of entry to Finland or any other Schengen States of the European Union. I may be requested at the entry border checking point to present any supporting documents submitted with my visa application.

☐ The actual time left to my intended travel is less than 15 working days, but still I want to go ahead and submit my application.

Applicant's signature

☐ The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

Name, signature of Processing Officer and date

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