

## Checklist for BUSINESS VISA

<p><b>Flight reservations (roundtrip)</b>, including possible third countries. Please note that it is not recommended to purchase the tickets before receiving a visa decision.</p>			
<p>Name: _____</p> <p>Passport Number: _____</p>	<p>Contact No.: _____</p> <p>E-mail Address: _____</p>		
<p>Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in the following order. Originals shall be presented in Application Centre. Please be prepared to show original documents at the AC, but submit only photocopies of documents. The Embassy does not return any other documents to applicant than passports.</p>			
Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
<p><b>Schengen visa application form</b> duly completed, dated and signed by the applicant (signatures in the field 37, field "multi-visa" in case of multientry and at the end of the application).</p>			
<p><b>Colour passport photograph</b>; maximum 6 months old, background must be plain light-coloured, neutral face expression. The photo must not be edited.</p>			
<p><b>Valid passport/travel document</b> and one photocopy of it (ID page and all pages containing markings). Must be valid for a minimum of 3 months after the planned journey and issued within the previous 10 years and have at least 2 blank pages.</p>			
<p><b>Valid Indian residence permit (if not a permanent resident)</b>. Permit must be valid at least 3 months after the departure from the Schengen area.</p>			
<p><b>Travel medical insurance</b>, covering the entire duration of the trip to Schengen area. The minimum coverage of 30 000 euros, non-deductible, covering: emergency medical expenses, hospital treatment, repatriation for medical reasons or death. It must be valid in the whole Schengen area or worldwide.</p>			
<p><b>Flight reservations (roundtrip)</b>, including possible third countries. Please note that it is not recommended to purchase the tickets before receiving a visa decision.</p>			
<p><b>Proof of Accommodation</b> for the whole stay in Schengen area.</p>			

<b>Employment letter</b> on official company letterhead, stamped and dated; containing contact information (address, email, telephone number) as well as name, position and signature of the countersigning officer. The letter must state the name and position of the applicant, salary, years of employment and approval of absence/position after returning.			
<b>ITR</b> , Indian Income Tax Return Verification Form (past 2 years)			
<b>Proof of sufficient means of subsistence</b> (e.g. 3 months bank statement) together with salary slips of the applicant. <b>If the applicant is financially fully supported by his/her employer</b> , this must be clearly mentioned in the letter of employment.			
Afghan applicants: a copy of national ID-card (Tazkera)			

Applicant to choose as appropriate:

I have understood that I have to submit the above-mentioned missing documents to the Finnish Embassy by \_\_\_\_\_. I accept by signing this form that the matter will be decided without the requested documents and that the decision may be to my disadvantage, if I will not submit the documents by the date noted above.

I do not intend to submit the above-mentioned documents to the Finnish Embassy. Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

VISA Fee	
Service Fee	
Courier Fee (if any)	
Other Fees	

\_\_\_\_\_  
Name and signature of submission officer

\_\_\_\_\_  
Signature of applicant