

Checklist for Business

Name: _____ Name of Travel Agent (if any) _____ Passport Number: _____	Contact No.: _____ E-mail Address: _____
--	---

Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in the following order. Originals shall be presented in Visa Application Centre. Please be prepared to show original documents at the VAC, but submit only photocopies of documents. The Embassy does not return any other documents to applicant than passports.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Valid travel document and 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. Travel document must contain two blank pages.			
Schengen visa application form duly completed, dated and signed by the applicant. Recent colour passport photograph , which fulfills ICAO standards (taken within the past six months, white or light background, neutral face expression).			
Valid UK residence permit . Permit must be valid at least three months after your departure from the Schengen area.			
Travel medical insurance , which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage 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.			
Flight reservation(s) .			
Invitation letter from company or business partner in Finland.			
If the applicant is employed, he/she should attach a recent letter from the employer (headed letter with name, date of issue, address, telephone number and position of signatory and registration number in the United Kingdom) and /or payslips for the last three months . Self-employed should present a recent letter from accountant, banker or solicitor, stating self-employment or business ownership in the United Kingdom.			

<p>Proof of funds: recent (last three months) UK bank statements. Alternatively traveler's cheques that should be in the applicant's name and showing details and balance for sufficient means of subsistence both for the duration of intended stay and for the return to the UK or country of origin. Cash is not accepted.</p> <p>If the applicant is financially fully supported by his/her employer, this must be clearly mentioned in the letter of employment.</p>			
---	--	--	--

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. (Visa code 810/2009 article 23)
- I do not intend to submit the above-mentioned documents to the Finnish Embassy/Consulate.

Note: The Embassy / Consulate 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