

**Checklist for Business/Official**

Name: _____	Contact No.: _____		
Passport Number: _____	E-mail Address: _____		
<p>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.</p>			
Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
<b>Passport/ Valid travel document</b> and one photocopy of ID page. Only travel documents issued within 10 years prior to the date of submitting the application are valid. The travel document must be valid at least three months after the completion of the journey. Travel document must contain two blank pages.			
<b>Schengen visa application form</b> duly completed, dated and signed by the applicant. <b>Recent color passport photograph</b> , which fulfills ICAO standards (taken within the past six months, white or light background, neutral face expression).			
<b>Valid UAE residence permit.</b> Permit must be valid after your departure from the Schengen area and after returning to UAE the necessary period of time for the renewal the permit.			
<b>Flight reservation(s). Reservations must be valid throughout the entire visa application procedure.</b>			
<b>Bank account sheets; Applicant's recent (last three months) bank account sheets.</b> Account sheets must be originals and signed/stamped by the bank.			
<b>Travel medical insurance</b> , 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 insurance policy details must be included.			
<b>Invitation letter</b> from the company or business partner in Finland. Official visits: Note Verbale from the UAE Ministry of Foreign Affairs			
<b>Letter from the employer which is not more than one month old</b> (headed letter with name, date of issue, address, telephone number and position of signatory, including information of monthly amount of salary, start date of employment and position at the company). Multiple entry request cases the employer must request and explain the need for multiple entry visa and state the time it is requested for.			
<b>Self-employed should present an evidence of business ownership</b> (trade licence) in the United Arab Emirates.			

Applicant to choose as appropriate:

I have understood that I have to submit the above-mentioned missing documents to the Visa Application Centre 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 Visa Application Centre. I accept by signing this form that the matter will be decided without these requested documents and that the decision may be to my disadvantage.

Note: The Embassy of Finland 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	

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Name and signature of submission officer

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Signature of applicant