

### Checklist for Business (Cairo)

Name: _____		Purpose of Visit: _____		
Passport Number: _____		Contact No.: _____		
		E-mail Address: _____		
Prepare all the necessary documents listed below before you deliver the application, <b>otherwise the application might be refused by the Embassy of Finland in Cairo</b> . The required documents have to be translated into English or Finnish in a separate document according to the instructions below.				
Note: The application material should be placed in the following order				
Required Documents		Yes	No/	Remarks
1.	Visa application form, signed by the applicant (if minor, signed by both parents or legal guardians), accompanied by one color photograph with the following specifications: passport type, light color background, 47mm ×36mm, dating from the last 6 months			
2.	Passport or other travel document and one copy of the identification page. Passport/Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years.  Passport/Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted. Passport need to have stamps which prove that applicant stays legally in Egypt.  First time traveller or in case of former passport loss: Certificate from the Mogamma covering the past 7 years.			
3.	Signed (and stamped) invitation letter from the Finnish company/event organizer written on official company paper, mentioning clearly: <ul style="list-style-type: none"><li>• full address and contacts of the company</li><li>• purpose, destination and duration of the visit</li><li>• detailed program</li><li>• person or the entity who will bear your travel and living costs</li><li>• name and position of the countersigning officer</li></ul>			

4.	<p><u>Original signed and stamped employment certificate from the employer, written on official company paper, mentioning clearly:</u></p> <ul style="list-style-type: none"> <li>• The applicant's name, position, salary and years of employment</li> <li>• purpose, destination and duration of the visit</li> <li>• detailed program</li> <li>• confirmation of position after return</li> <li>• the person or the entity who will bear your travel and living costs</li> <li>• full address and contacts of the company</li> <li>• name and position of the countersigning officer</li> </ul> <p><u>Company owners/self-employed:</u></p> <ul style="list-style-type: none"> <li>• Original of the commercial register and tax card both with English translation</li> </ul>			
5.	<p><u>Proof of solvency of the applicant:</u></p> <ul style="list-style-type: none"> <li>• Bank statement from the last 6months, cannot be replaced by fix-term deposit certificate</li> <li>• Requirement for sufficient funds: For covering the stay in Finland is minimum 30 euro per day in addition to accommodation and transportation costs.</li> </ul> <p>1) Proof of the solvency of your (employer's) company, if the company pays the costs of travel and living; or 2) Proof of your personal solvency, in case personally covering the costs of travel and living</p>			
6.	<p>Travel medical insurance, original or one copy of the certificate from the travel insurance companies accepted by Schengen Embassies in Cairo.</p> <p>Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased.</p>			
7.	<p>Flight Reservation. <b>Attention:</b> The ticket should be bought only after the visa has been issued!</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 bring 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 (		

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Name & Signature of Processing Officer

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Date

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Applicant's Signature