

Checklist for Business Visits

Name: _____	Purpose of Visit: _____
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 Ankara.**

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.			
2.	Valid passport and copy			
3.	Copy of the national ID-card			
4.	Proof of means of subsistence: - bank account statement on the account turnover during last three months			
5.	Employment insurance payment document (when applying first time)			
6.	Documents indicating the purpose of the journey for: a) business meetings - invitation/support letter from the Finnish company/Turkish partner company b) participation in a fair - entry card or documents confirming participation			
7.	The following documents shall be presented by either of the categories: a) if the applicant is employee - letter from the employer (incl. the net salary of the applicant) - SGK (social security) registration document and SGK "hizmet dökümü" b) If the applicant is a farmer: - farmer certificate issued by chamber of agriculture c) if applicant is employer or owner of a private company: - company registration in chamber of commerce - copy of the bulletin of the trade register - proof of taxes payment			
8.	Travel medical insurance, original or one copy of the certificate.			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

Inquiry Officer to delete as appropriate

1. The applicant has confirmed that s/he has no other documents to submit
2. 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.

VISA Fee		NAME OF TRAVEL AGENT	
Service Fee		ADDRESS	
Courier Fee (If any)			
Other Fees		TEL	

Name & Signature of Processing Officer

Date

Applicant's Signature