

Checklist for Study, Cultural or Sports related 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 accommodation			
5.	Proof of means of subsistence when applicable: e.g. <ul style="list-style-type: none">- Bank account statement on the account turnover during the last three months and- Proof of regular income e.g. salary slips of the last three months- SGK (social security) registration document plus SGK "hizmet dökümü"			

6.	<p>The following documents shall be presented by either of the categories:</p> <p>a) <u>for cultural events or conferences:</u></p> <ul style="list-style-type: none"> - invitation from the organizer or the event or the contract concluded by the cultural service provider <p>b) <u>for sporting events:</u></p> <ul style="list-style-type: none"> - invitation from the sports club/sports federation or accreditation confirming the participation in the event - certificate from the sending sports club or sport federation <p>c) <u>for study purpose, education, training or research programme:</u></p> <ul style="list-style-type: none"> - invitation letter from the university or research institution and - when applicant is student: <ul style="list-style-type: none"> · student certificate (Öğrenci Belgesi) · public notary approved statement from his/her parents when the applicant is a minor or under age 18 and travelling alone or with one parent/legal guardian - when applicant is teacher/professor: <ul style="list-style-type: none"> · letter from the educational institute - letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBİTAK only in the cases of European Union Programme 			
7.	<p>Travel medical insurance, original or copy of the certificate. 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>			

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