

## Checklist for Business Visits

Name: _____  Passport Number: _____	Purpose of Visit: _____  Contact No.: _____  E-mail Address: _____																																													
<p>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 Ankara.</b></p>																																														
Note: The application material should be placed in the following order.																																														
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 5%;"></th><th style="width: 55%;">Required Documents</th><th style="width: 8%;">Yes</th><th style="width: 8%;">No</th><th style="width: 24%;">Remarks</th></tr></thead><tbody><tr><td style="text-align: center;">1.</td><td>Visa application form, signed by the applicant (if minor, signed by both parents or legal guardians), accompanied by one color photograph.</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2.</td><td>Valid passport and copy</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">3.</td><td>Copy of the national ID-card</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">4.</td><td>Proof of means of subsistence: - bank account statement on the account turnover during last three months</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">5.</td><td>Employment insurance payment document (when applying first time)</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">6.</td><td>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</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">7.</td><td>The following documents shall be presented by either of the categories: a) if the applicant is employer - 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 employee or owner of a private company: - company registration in chamber of commerce - copy of the bulletin of the trade register - proof of taxes payment</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">8.</td><td>Travel medical insurance, original or one copy of the certificate.</td><td></td><td></td><td></td></tr></tbody></table>			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 employer - 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 employee 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.			
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**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. I have understood that I have to submit the above-mentioned 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 Embassy of Finland.

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

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Name & Signature of Processing Officer

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Date

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Applicant's Signature