

Checklist for Tourist Visit

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.	Evidence of hotel booking or travel plan			
5.	Proof of means of subsistence: <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			
6.	The following documents shall be presented by either of the categories: <ul style="list-style-type: none">a) if the applicant is employed:<ul style="list-style-type: none">- letter from employer and/or approval for leave- SGK (social security) registration document plus SGK "hizmet dökümü"b) if the applicant is a farmer:<ul style="list-style-type: none">- farmer certificate issued by chamber of agriculturec) if the applicant is employed by or owner of a private company:<ul style="list-style-type: none">- company registration in chamber of commerce and copy of the bulletin of the trade registerd) if the applicant is retired:<ul style="list-style-type: none">- proof of pension (either bank account statement of pensioner booklet)e) if the applicant is a student:<ul style="list-style-type: none">- student certificate (Öğrenci Belgesi)f) if the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:<ul style="list-style-type: none">- public notary approved statement from his/her parents			

7.	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.			
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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

- The applicant has confirmed that s/he has no other documents to submit
 - 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 documets 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	

Name & Signature of Processing Officer

Date

Applicant’s Signature