

## 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. | Flight reservation and hotel booking or travel plan  |     |    |         |
| 5. | Proof of means of subsistence: <ul style="list-style-type: none"> <li>- Bank account statement on the account turnover during the last three months and</li> <li>- Proof of regular income e.g. salary slips of the last three months</li> </ul>   |     |    |         |
| 6. | The following documents shall be presented by either of the categories: <ul style="list-style-type: none"> <li>a) if the applicant is employee: <ul style="list-style-type: none"> <li>- letter from employer and/or approval for leave</li> <li>- SGK (social security) registration document plus SGK "hizmet dökümü"</li> </ul> </li> <li>b) if the applicant is a farmer: <ul style="list-style-type: none"> <li>- farmer certificate issued by chamber of agriculture</li> </ul> </li> <li>c) if the applicant is employer or owner of a private company: <ul style="list-style-type: none"> <li>- company registration in chamber of commerce and copy of the bulletin of the trade register</li> </ul> </li> <li>d) if the applicant is retired: <ul style="list-style-type: none"> <li>- proof of pension (either bank account statement of pensioner booklet)</li> </ul> </li> <li>e) if the applicant is a student: <ul style="list-style-type: none"> <li>- student certificate (Öğrenci Belgesi)</li> </ul> </li> <li>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"> <li>- public notary approved statement from his/her parents</li> </ul> </li> </ul> |     |    |         |

|    |  |  |  |  |
|----|--|--|--|--|
| 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. |  |  |  |
|----|--|--|--|--|

**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                  |  |

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Name & Signature of Processing Officer

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Date

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Applicant's Signature