

Checklist for Family or Friend 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.	Proof of the existence of family relations (Tam Tekmil Vukuatli Nüfus Kayit Örneği)			
5.	<p>Signed invitation letter (not older than 6 months) in Finnish, Swedish, English or Turkish.</p> <p>For a private visit the invitation can be written in free form. It must include details of the inviting person (name, address and contact information, date of birth) and the following information of the invited person: name, date of birth, address and contact information, purpose and length of visit, mentioning if the guest is a relative, friend etc. Invitation letters do not need to be notarized in Finland.</p>			
6.	<p>Proof of means of subsistence:</p> <ul style="list-style-type: none"> - Bank account statement on the account turnover during the last three months - Proof of regular income e.g. salary slips of the last three months 			

7.	<p>The following documents shall be presented by either of the categories:</p> <ul style="list-style-type: none"> a) if the applicant is employee: <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 agriculture c) if the applicant is employer 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 register - statement of taxes payment d) 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 			
8.	<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