

### Checklist for Business

Name: _____  Passport Number: _____	Contact No.: _____  E-mail Address: _____		
Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in the following order. Originals and copies of all documents shall be presented at AC as requested below (YES/NO). The Embassy will return to the applicant those original documents marked below with *-symbol after the processing of the visa application.			
Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
<b>Schengen visa application form</b> duly completed, dated and signed by the applicant (signatures in the field 37, field "multi-visa" in case of multientry and at the end of the application).	YES	NO	
<b>Colour passport photograph</b> ; maximum 6 months old, 35 – 40 mm., background must be plain light-coloured, neutral face expression. The photo must not be edited.	YES	NO	
<b>Original valid passport/travel document</b> and one photocopy of it (ID page and all pages containing markings). Must be valid for a minimum of 3 months after the planned journey and issued within the previous 10 years and have at least 2 blank pages. + Previous passports if any.	YES*	YES	
<b>Valid National ID-card or residence permit.</b> Permit must be valid at least 3 months after the departure from the Schengen area.	NO	YES	
<b>Individual travel medical insurance</b> , covering the entire duration of the trip to Schengen area. The minimum coverage of 30 000 euros, non-deductible, covering: emergency medical expenses, hospital treatment, repatriation for medical reasons or death. It must be valid in the whole Schengen area or worldwide.	YES*	YES	
<b>Signed letter of invitation from inviter based in Finland.</b> The invitation must contain the following information: your personal data, the reason for your visit to the Finland, how long you intend to be in Finland, who will be responsible for supporting you financially during the time you are in Finland, date and contact details.	YES*	YES	
<b>Travel plan/itinerary</b> including all destinations of the journey. Copy of flight reservations (return). Please note that it is not recommended to purchase the tickets before receiving a visa decision. Proof of accommodation for the whole duration of the intended stay.	NO	YES	

<b>Employment letter</b> on official company letterhead, stamped and dated; containing contact information (address, email, telephone number) as well as name, position and signature of the countersigning officer. The letter must state the name and position of the applicant, salary, years of employment and approval of absence/position after returning.  Tax Clearance Certificate and certificate of Business Incorporation.(*)  Proof of commercial activities in Nigeria, if applicable.	YES(*)	NO	
<b>Proof of sufficient means of subsistence and establishment</b> (e.g. 3 months bank statement, salary slips, regular incomes generated by property) of the applicant.	YES*	NO	
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b> Letter of consent from both parents/legal guardians (official proof of guardianship, if applicable) Original and one copy of birth certificate of the minor, naming mother and father ID cards/passports of both parents/legal guardians.	YES*	YES	

Applicant to choose as appropriate:

- ☐ I have understood that I have to submit the above-mentioned missing documents to the Application Centre 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.
- ☐ I do not intend to submit the above-mentioned documents to the Application Centre.

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

Note: The Embassy will return to the applicant those original documents marked above with \*-symbol after the processing of the visa application.

Note: Any counterfeit or forged document shall be withheld by the Embassy for further investigation.

VISA Fee	
Service Fee	
Courier Fee (if any)	
Other Fees	

\_\_\_\_\_  
Name and signature of submission officer

\_\_\_\_\_  
Signature of applicant