

## Checklist for TOURIST VISA

Applicant's name and passport number:	Contact number and email address:	
Supporting documents in English, Finnish or Swedish and shall be presented in the following order. Originals must be presented in Visa Application Centre.		
<b>Required Documents</b>	<b>Seen</b>	<b>Missing</b>
<b>Visa application form</b> signed twice (or three times in case of multi-visa) by the applicant.		
<b>Colour photograph</b> (maximum 6 months old, with neutral facial expression and light background). The photo must not be edited. The photo should be according to ICAO standards.		
<b>Passport/travel document</b> Must be valid for a minimum of 3 months after the planned journey, issued within the previous 10 years and have at least 2 blank pages.		
<b>In case of non-Filipino applicant:</b> Valid residence status in the Philippines – photocopy of Alien Certificate Registration (ACR) and re-entry permit		
<b>Travel insurance</b> (accredited companies only) covering the entire duration of the trip to Schengen area. Minimum coverage 30 000 euros non-deductible; must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death. Name in Latin letters. Validity: Schengen/Worldwide.		
<b>Travel plan/itinerary</b> Detailed day-to-day itinerary of the planned trip including all the destinations.		
<b>Flight reservation (roundtrip)</b> including possible third countries and other Schengen countries. Please note, that it is not recommended to purchase the tickets before receiving a visa decision.		
<b>Proof of accommodation</b> including all destinations of the journey		
<b>Letter of employment/studies</b> on official letterhead, stamped and dated; containing contact information (address, email, tel. 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/studies and approval of absence/position after leave. <ul style="list-style-type: none"> <li><b>Self-employed:</b> Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business, Income Tax Return and Business Financial Statement</li> <li><b>For students:</b> in addition proof of enrolment.</li> </ul>		
<b>Proof of sufficient means of subsistence</b> <ul style="list-style-type: none"> <li>Previous 6 months bank statement or other proof of assets</li> <li>Any other documents relating your personal ties in country of origin/residence, like marriage certificate (certified by PSA), title deeds or lease agreement, etc</li> </ul>		
<b>For Minors:</b> <ul style="list-style-type: none"> <li>Birth certificate (certified by PSA/NSO) / Court decision of custody (notarized).</li> <li>Copy of passport(s) of custodian(s) from the non-travelling parent(s)</li> <li>If child is travelling with one or non of the parent(s)/legal guardian(s): department of Social Welfare and Development (DSWD) clearance, notarized permission to travel from the non-travelling parent (or both in case travelling alone), proof of economic means of parent(s)/guardian(s) and affidavit of support.</li> </ul>		

have understood that I have to submit the above-mentioned documents to the Consular Office of Finland 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 do not submit the documents by the date noted above.

I do not intend to submit the above-mentioned documents to the Consular Office of Finland. I'm aware and that the decision may be to my disadvantage, if I do not submit the documents.

**Note: The Consular Office of Finland reserves the right to request additional information / documentation and, if considered necessary, to interview the applicant.**

Visa fee:	Service Fee:	Other Fees:

\_\_\_\_\_  
Name and signature of Submission Officer

\_\_\_\_\_  
Signature of Applicant