

**Checklist for SCHENGEN VISA: Applicants under the directive 2004/38/EC**  
**(Family member of an EU, EEA and Swiss citizen, who exercises the Right of Free Movement)**

Applicant's Name: _____  Passport Number: _____	Contact Number: _____  E-mail Address: _____				
Supporting documents need to be translated into English, Finnish or Swedish and presented in the following order. Originals must be presented during the appointment at the Application Centre but submit only photocopies with the application. The Consulate does not return any other documents to the applicant besides the passport.					
<b>If all the below mentioned conditions (1-3) are not fulfilled, the visa application shall be processed as a tourist or private visit application. In this case, please see the checklist for the correct application category and submit the required documents accordingly.</b>					
<ol style="list-style-type: none"> <li>1. Union citizen exercises the right of free movement = Union citizen who moves to or resides in a Member State other than that of which he/she is a national.</li> <li>2. The applicant is a family member of a EU, EEA or Swiss citizen (spouse, partner in a registered relationship, child under 21 years of age or a direct relative in the ascending line dependent of a Union citizen or a spouse/partner).</li> <li>3. The EU/EEA/Swiss citizen's journey and the family member's journey are related to each other (=the visa applicant travels together with the EU/EEA/Swiss citizen or follows the citizen later).</li> </ol>					
<b>REQUIRED DOCUMENTS</b>  <b><u>Visa applicant:</u></b> Make sure you have all the - required documents - and copies	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;"> <b>PLEASE DO NOT WRITE BELOW.</b>  <b>FOR VAC SUBMISSION OFFICER USE ONLY.</b> </th> </tr> <tr> <td style="width: 30%; vertical-align: top; padding: 5px;"> <b><u>VAC SO</u></b>  <b>check all applicable boxes below.</b> </td> <td style="width: 70%; vertical-align: top; padding: 5px;"> <b><u>VAC SO</u></b>            If a document is missing or does not meet the requirements add a remark below and explain to the applicant what is required. Fill in the date (<i>7 days from appointment</i>) when the applicant has to provide the document(s); section A on page 2. Inform the applicant of the deadline and how to submit the requested document(s) to the Consulate.         </td> </tr> </table>	<b>PLEASE DO NOT WRITE BELOW.</b> <b>FOR VAC SUBMISSION OFFICER USE ONLY.</b>		<b><u>VAC SO</u></b> <b>check all applicable boxes below.</b>	<b><u>VAC SO</u></b> If a document is missing or does not meet the requirements add a remark below and explain to the applicant what is required. Fill in the date ( <i>7 days from appointment</i> ) when the applicant has to provide the document(s); section A on page 2. Inform the applicant of the deadline and how to submit the requested document(s) to the Consulate.
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<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).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;"> <b>Original</b>  <input type="checkbox"/> </td> <td style="width: 70%;"></td> </tr> </table>	<b>Original</b> <input type="checkbox"/>			
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<b>One color passport photo;</b> maximum 6 months old, background must be plain light-colored with no shadows, neutral facial expression. The photo needs to fulfill the standards of ICAO. Edited photos are not accepted.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;"> <b>Original</b>  <input type="checkbox"/> </td> <td style="width: 70%;"></td> </tr> </table>	<b>Original</b> <input type="checkbox"/>			
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<b>Valid passport/travel document</b> and one copy of it (ID page and all pages containing markings). Must be valid for minimum 3 months after the journey and issued within the previous 10 years and have at least 2 blank pages.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;"> <b>Original + copy</b>  <input type="checkbox"/> </td> <td style="width: 70%;"></td> </tr> </table>	<b>Original + copy</b> <input type="checkbox"/>			
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<b>Valid US Green Card, EAD Employment Authorization Document (EAD) with text: "Serves as I-512 Advance Parole" or Visa stamped in the passport (accepted visa categories: A, E, F + I-20, G, H, I, J+J1-form, L, O, P1, R).</b> The GC or EAD or visa must be valid at least 3 months after the departure from the Schengen area.  If traveling to the applicant's home country from Finland, the applicant needs to show proof of legal status valid until the departure from the United States and a flight reservation accordingly.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;"> <b>Original shown + copy</b>  <input type="checkbox"/> </td> <td style="width: 70%;"></td> </tr> </table>	<b>Original shown + copy</b> <input type="checkbox"/>			
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<b>Documentation of points 1–3:</b> <ul style="list-style-type: none"> <li>• Proof of the EU/EEA/Swiss citizen's nationality (i.e. passport copy)</li> <li>• Proof of being a family member (e.g. marriage certificate or birth certificate or other reliable proof of family relationship)</li> <li>• Proof of traveling together with or to join the EU, EEA or Swiss family member (e.g. flight or hotel reservation)</li> </ul>	<b>Copy</b> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Old/expired passport(s)</b> with old Schengen visas and border stamps.	<b>Copy</b> <input type="checkbox"/>	
<b>Minors:</b> <ul style="list-style-type: none"> <li>• Passport or ID copies of guardian(s)</li> <li>• Legalized birth certificate according to the laws of the guardians' home country (or a court decision of custody)</li> <li>• Permission to travel from the guardian(s) if not travelling together with the child (notarized permission if guardian lives in the US or legalized according to the laws of the guardians' home country if he/she does not live in the US)</li> <li>• Proof of sufficient funds from guardian(s)</li> </ul>	<b>Original shown + copy</b> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	

IN CASE DOCUMENTS ARE MISSING, applicant needs to choose one of the following:

☐ I have understood that I have to submit the above-mentioned documents to the Finnish Consulate by \_\_\_\_\_(DDMMYYYY). 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 Finnish Consulate. 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.

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

VISA Fee	
Service Fee	
Courier Fee from VAC to the Consulate (if any)	
Courier Fee from Consulate to the applicant (if any)	
Other Fees	
Total	

\_\_\_\_\_  
Name & signature of submission officer & date (DDMMYY)

\_\_\_\_\_  
Signature of applicant & date (DDMMYY)