

### Checklist for SCHENGEN BUSINESS VISA

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>REQUIRED DOCUMENTS</b>  <u><b>Visa applicant:</b></u> 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. 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. 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).	<b>Original</b> <input type="checkbox"/>					
<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.	<b>Original</b> <input type="checkbox"/>					
<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.	<b>Original + copy</b> <input type="checkbox"/>					
<b>Valid US Green Card, EAD Employment Authorization Document (EAD) with text: "Serves as I-512 Advance Parole"</b> or Visa stamped in the passport (accepted visa categories: A, E, F + I-20, G, H, I, J+J1-form, L, O, P1, R). The GC or visa or EAD 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.	<b>Original shown + copy</b> <input type="checkbox"/>					
<b>Travel medical insurance on one page</b> showing coverage for the entire duration of the trip valid in the whole Schengen area. The minimum coverage of 30 000 euros (40,000 USD) non-deductible, covering: emergency medical expenses, hospital treatment, repatriation for medical reasons and death. Multi-entry visa applicants must have insurance for the duration of the first trip and <u>sign</u> the section on the last page of the application form " <i>Applicable in case a multiple entry visa is applied for. I am aware of the need to have an adequate travel medical insurance for my first stay and subsequent visits to the territory of Member States</i> ".	<b>Copy</b> <input type="checkbox"/>					
<b>Flight reservations</b> (roundtrip including all countries visited). If a third country is visited before or after the trip, airline or train ticket reservations and possible visa to this country must be presented. Each reservation must show the name of the applicant and the reservation number. It is not recommended to purchase the tickets before receiving a visa decision.	<b>Copy</b> <input type="checkbox"/>					

<b>Proof of accommodation</b> for all countries visited in the Schengen area, covering the entire duration of the trip. Each reservation must show the name and contact information of the hotel, reservation number and name of the applicant (or travel companion).	<b>Copy</b> <input type="checkbox"/>	
<b>Invitation letter</b> from the business partner(s) in Finland. On official letterhead including contact information, position and signature of the inviter. The letter also needs to include a brief explanation of the nature of the business relationship as well as the purpose, duration and program of the visit and information on who covers the costs of the trip.	<b>Copy</b> <input type="checkbox"/>	
<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.	<b>Original</b> <input type="checkbox"/>	
<b>Proof of sufficient funds:</b> bank account statements from the past 3 months (incl. pages with transaction information).	<b>Copy</b> <input type="checkbox"/>	
<b>Old/expired passport(s)</b> with old Schengen visas and border stamps.	<b>Copy</b> <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)