

Checklist for OFFICIAL/BUSINESS VISA

Name: _____	Contact No.: _____
Passport Number: _____	E-mail Address: _____

Supporting documents must be translated in English, Finnish or Swedish and shall be presented in the following order. Applicant must show original documents at the VAC, but submit only photocopies of documents. The Consulate does not return any other documents to applicant than passports.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Schengen visa application form 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).			
Colour passport photograph; in line with ICAO standards , maximum 6 months old, background must be plain light-coloured, neutral face expression. The photo must not be edited.			
Valid passport/travel document 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.			
Travel medical insurance , 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.			
For official visits: Verbal Note from the dispatching organization (Ministry for Foreign Affairs or other relevant organization or mission accredited to Vietnam) For business visits: Invitation letter from the business partner(s), max 6 months old. On official letterhead including contact information, position, signature of the inviter, a brief explanation of the nature of the business relationship. The purpose, duration and program of the visit. Information about the party who bears the cost of the trip.			
Flight reservations (roundtrip) , including possible third countries. Please note that it is not recommended to purchase the tickets before receiving a visa decision.			
Proof of sufficient means of subsistence Bank account statements (deposit or savings account) showing the transactions for the last three months. OR If the applicant is financially fully supported by his/her employer , this must be clearly mentioned in the letter of employment.			

<p>In addition:</p> <ul style="list-style-type: none"> • If the applicant is employed <ul style="list-style-type: none"> ○ The last three payslips ○ Social insurance booklet ○ Employment letter 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. • If the applicant is a company owner or self-employed <ul style="list-style-type: none"> ○ Certificate of registration of the company ○ The company's last three payslips ○ Statement of taxes payment. • If the applicant is retired: <ul style="list-style-type: none"> ○ Pension statements • Other means <ul style="list-style-type: none"> ○ Regular incomes generated by property ○ Deposit or savings account with certificates regarding the origin of the funds 			
<p>Copy of valid residence permit for Vietnam or Laos third country nationals</p>			

Applicant to choose as appropriate:

I have understood that I have to submit the above-mentioned missing documents to the Visa 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 Visa Application Centre.

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 (if any)	
Other Fees	

Name and signature of submission officer

Signature of applicant

