

Checklist for STUDY VISA (short-term max 90 days)

Name: _____ Passport Number: _____	Contact No.: _____ 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.			
Invitation letter from the inviting organization. On official letterhead including contact information, position, signature of the inviter, a brief explanation of the contents of the study tour. 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 lodging , hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.			
Proof of sufficient means of subsistence Bank account statements (deposit or savings account) showing the transactions for the last three months. In addition <ul style="list-style-type: none"> • If the applicant is employed: <ul style="list-style-type: none"> ○ The last three payslips ○ Social insurance booklet 			

<ul style="list-style-type: none"> ○ 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 • If the applicant is a minor: <ul style="list-style-type: none"> ○ Bank account statements from the guardian(s) on the turnover during the last 3 months ○ Student card or proof of enrolment • Other means: <ul style="list-style-type: none"> ○ Regular incomes generated by property ○ Deposit or savings account statement with certificates regarding the origin of the funds 			
<p>For minors (under 18), a Notary Certificate of family relation (birth certificate) between the minor and the guardians (parents) or other proof of guardianship</p> <p>If travelling alone, a notary certificate of signed permission to travel from both parents or legal guardians</p> <p>If travelling with one parent or legal guardian, a notary certificate of signed permission to travel from the non-travelling party</p> <p>If the non-travelling party resides abroad, travel permission must be notarized by the authorities in the country of residence</p> <p>Copies of the ID cards of the parents/legal guardians</p>			
<p>Copy of valid residence permit for Vietnam or Laos</p> <p>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