

Checklist for Cultural purpose

Applicant's name: _____ Passport Number: _____	Contact No.: _____ E-mail Address: _____
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Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in the following order. Originals shall be presented in Visa Application Centre. Please be prepared to show original documents at the VAC, but submit only photocopies of documents. The Embassy 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 ; maximum 6 months old, 35 – 40 mm., 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.			
Original valid national ID card or residence permit. Permit must be valid at least 3 months after the departure from the Schengen area.			
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.			
Travel plan/itinerary including all the destinations of the journey.			
Proof of accommodation proof of sufficient means to cover accommodation for the whole stay in Schengen area.			
Official endorsement from the local company/organization/institution on company letterhead including contact details, information on purpose and duration of the visit and who is responsible for the costs. If they are a freelance artists they are asked for proof of previous artistic endeavour and endorsement from previous employer(s).			
Official invitation (max. 3 months old) from the host company/organization/institution in Finland. Must include the purpose and duration of the visit, financial commitment of the inviter and contact details of the inviter (name, email, phone number, address)			

<p>Proof of employment/studies on official 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/studies and approval of absence/position after leave.</p> <p>For retirement: proof of pension or other regular income.</p> <p>For unemployment: unemployment certificate and proof of income, if any (married: employment certificate of spouse, document of the income of the spouse and a marriage certificate).</p> <p>Self-employed persons: copy of Kenya PIN Certificate</p> <p>For domestic helpers: original employment contract, letter from employer confirming the leave and the return after leave, ID copy of the employer.</p>			
<p>Proof of sufficient means of subsistence and establishment, e.g. previous 3 months bank statement.</p>			
<p>And both for the duration of the intended stay and for the return to the country of origin or residence . Any other documents relating your personal ties in Kenya or country of origin or residence like marriage certificate, title deeds or lease agreement, etc.</p>			
<p>Minors:</p> <ul style="list-style-type: none"> • Passport and ID copies of custodian(s) (from both parents if applicable). • Birth certificate/court decision of custody (notarized). • Permission to travel from the guardian(s) if not travelling together with the child (notarized). 			

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 Embassy 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