

Checklist for PRIVATE VISIT (Family and friends)

Name: _____ Passport Number: _____	Contact No.: _____ E-mail Address: _____		
Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in the following order. Originals shall be presented in Application Centre. Please be prepared to show original documents at the AC, 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, size 35 – 40 mm., background must be plain light-coloured, neutral face expression. The photo must not be edited.			
Original 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. Old passports, if available			
Valid national ID card and residence permit For applicants who are not citizens of Ethiopia, Djibouti or South Sudan, Copy of the applicant's Ethiopian residence permit.-The residence permit must be valid for at least 3 months after the planned stay in the territory of the Member States. In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.			
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.			
Signed Invitation letter, signed by the inviter and max. 6 months old. Invitation must include the purpose and duration of the visit; relationship with inviter and his/her contact details (address, email, phone number), a copy of the inviter's passport and the valid residence permit. Invitation letter should also have indication of person covering the costs.			
Travel plan/itinerary including all destinations of the journey. Reserved flight tickets and hotel if applicable. Please note that it is not recommended to purchase the tickets before receiving a visa decision			

<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: Trade/business license, Tax registration, Business registration (city administration), Bank statement for business account (minimum for the last three months).</p>			
<p>Proof of sufficient means of subsistence: Cover Letter and previous 3 months bank statement of the applicant</p>			
<p>Assessment of sufficient means of subsistence 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 Ethiopia or country of origin or residence like marriage certificate, title deeds or lease agreement.</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 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 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