

### Checklist for Study, Professional Training

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 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)
<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>Colour passport photograph;</b> maximum 6 months old, size 35 – 40 mm.background must be plain light-coloured, neutral face expression. The photo must not be edited.			
<b>Original valid passport/travel document</b> 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			
<b>Valid National ID-card or residence permit.</b> 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.			
<b>Travel medical insurance,</b> 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.			
<b>Invitation letter</b> from the partner(s) in Finland. On official letterhead including contact information, position, signature of the inviter, a brief explanation of the nature of the relationship. The purpose, duration and program of the visit. Information about the party who bears the cost of the trip.			
<b>Travel plan/itinerary</b> including all destinations of the journey. Please note that it is not recommended to purchase the tickets before receiving a visa decision.			

<p><b>Letter from the sending company, university or institution</b> stating the purpose and duration of the trip. 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. The letter must state the name of responsible for supporting financially during the stay time in Finland.</p>			
<p><b>Proof of employment/studies</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.</p> <p><b>For retirement:</b> proof of pension or other regular income.</p> <p><b>For unemployment:</b> 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><b>Self-employed persons:</b> Trade/business license, Tax registration, Business registration (city administration), Bank statement for business account (minimum for the last three months).</p>			
<p><b>Proof of sufficient means of subsistence</b> ( Cover Letter and previous 3 months bank statement) of the applicant and</p> <p><b>If the applicant is financially fully supported by his/her employer, university or institution</b>, this must be clearly mentioned in the letter of employment.</p>			
<p><b>Any other documents relating your personal ties in Ethiopia or country of origin or residence</b> like marriage certificate, birth certificates of children, title deeds or lease agreement.</p>			
<p><b>Minors:</b></p> <ul style="list-style-type: none"> <li>• Passport and ID copies of custodian(s) (from both parents if applicable).</li> <li>• Birth certificate/court decision of custody (notarized).</li> <li>• Permission to travel from the guardian(s) if not travelling together with the child (notarized).</li> </ul>			

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