

### Checklist for Business or Conference

|                        |                       |
|------------------------|-----------------------|
| Name: _____            | Contact No.: _____    |
| Passport Number: _____ | 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) |
|---|----------|------|---|
| <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, 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.<br><br>Old passports, if available   |          |      |   |
| <b>Valid National ID-card or residence permit.</b><br>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>Signed letter of invitation.</b> The invitation must contain the following information: your personal data, the reason for your visit to the Finland, how long you intend to be in Finland, who will be responsible for supporting you financially during the time you are in Finland, date and contact details.   |          |      |   |
| <b>Travel plan/itinerary</b> 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.   |          |      |   |

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|--|--|--|--|
| <p><b>Employment letter</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>If the applicant is an employee of the Government of Ethiopia travelling with funding from the Government of Ethiopia they are asked to present a letter from the Ethiopian Ministry of Foreign Affairs and the Ministry in question confirming this.</p> |  |  |  |
| <p><b>Self-employed persons:</b><br/>Trade/business license, Tax registration, Business registration (city administration), Bank statement for business account (minimum for the last three months).</p> <p><b>Retired persons:</b> Documents proving the pension or other financial support.</p> <p><b>If the applicant is financially fully supported by his/her employer,</b> this must be clearly mentioned in the letter of employment.</p> <p><b>If you are attending a conference which requires prior registration, proof of registration and receipt for registration fee.</b></p>  |  |  |  |
| <p><b>Proof of sufficient means of subsistence and establishment</b> (Cover Letter and previous 3 months bank statement) of the applicant</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>   |  |  |  |

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