

**Checklist for Business/Official**

|                        |                       |
|------------------------|-----------------------|
| Name: _____            | Contact No.: _____    |
| Passport Number: _____ | E-mail Address: _____ |

Supporting documents shall be translated into 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.

|                                                                                                                                                                                                                                                                   | Seen | Missing | Remarks (if document is missing or if the condition does not meet requirements) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|---------------------------------------------------------------------------------|
| <b>Passport/ Valid travel document</b> and one photocopy of ID page. Passport/ travel document must be valid for a minimum of 3 months after the planned journey, issued within the previous 10 years and have at least 2 blank pages.                            |      |         |                                                                                 |
| <b>Schengen visa application form</b> duly completed, dated and signed by the applicant.                                                                                                                                                                          |      |         |                                                                                 |
| <b>Recent color passport photograph</b> , which fulfills ICAO standards (taken within the past six months, white or light background, neutral face expression).                                                                                                   |      |         |                                                                                 |
| <b>Valid UAE residence permit.</b> Permit must be valid for three months after your departure from the Schengen area.                                                                                                                                             |      |         |                                                                                 |
| <b>Flight reservation(s)</b> , including domestic flights in Finland and to/from Schengen-area.                                                                                                                                                                   |      |         |                                                                                 |
| <b>Bank account sheets; Applicant's recent (last three months) bank account sheets.</b> Account sheets must be originals and signed/stamped by the bank.                                                                                                          |      |         |                                                                                 |
| <b>Travel medical insurance</b> , which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage is 30 000 euros and it must be valid in whole Schengen area or worldwide. The insurance policy details must be included. |      |         |                                                                                 |
| <b>Invitation letter</b> from the company or business partner in Finland.<br><br><b>Official visits:</b> Note Verbal from the UAE Ministry of Foreign Affairs.                                                                                                    |      |         |                                                                                 |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><b>Letter from the employer which is not more than one month old:</b> headed letter with name, date of issue, address, telephone number and position of signatory, including information of monthly amount of salary, start date of employment and position at the company. Multiple entry request cases the employer must request and explain the need for multiple entry visa and state the time it is requested for.</p> <p><b>Self-employed should present an evidence of business ownership</b> (trade license) in the United Arab Emirates.</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 decision will be made 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. I accept by signing this form that the decision will be made without these requested documents and that the decision may be to my disadvantage.

Note: The Embassy of Finland 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