

△ Missing documents may negatively affect the visa decision.	For official use only
<input type="checkbox"/> Yes <input type="checkbox"/> No Visa application form with a photograph Schengen visa application form shall be duly completed, dated and signed by the applicant. For the visa application photo requirements, please see https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf .	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Travel document - The travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages. - Copy of first and last page of passport and stamped pages of passport.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Other travel documents If the applicant has other valid travel documents and/or previous travel documents with previous Schengen visas issued within the last 59 months, they should also be provided.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Travel medical insurance Travel medical insurance must be valid for the duration of travel and cover the entire Schengen area. An applicant applying for a multiple-entry visa may provide an insurance policy, which is valid during the first trip. The minimum coverage of the policy must be 30 000 (thirty thousand) euros. The policy has to cover costs in case of sudden illness or accident and assistance on site, including the costs of medical repatriation to the place of permanent residence of the insured person or the repatriation in case of death. The Travel Insurance Policy must reflect coverage for COVID-19.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Proof of itinerary - Travel plan covering all the destinations of the trip. - Flight reservations, including roundtrip and possible other Schengen states and third countries. Please note it is not recommended to purchase the tickets before receiving the visa decision.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Proof of accommodation Proof of accommodation for the whole stay in the Schengen area.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Documents for business travel Invitation from the company in Finland, 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 applicant's name, travel dates and reason for the invitation.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Proof of employment - Employment letter 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 with exact dates of the leave / position after returning. - If self - employed; the company GST (Goods and Services Tax registration)	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Proof of financial means - Proof of sufficient means of subsistence (e.g. 3 months bank statement of the applicant) together with salary slips of the applicant. - If the applicant is financially fully supported by his/her employer, this must be clearly mentioned in the letter of employment. - ITR Indian Tax Return Verification Form from past two years - Salary slips for the last 3 months	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Documents for third country citizens - Valid Indian residence permit. If applicant is not a permanent resident, residence permit must be valid for 3 months after the departure from the Schengen area. - Afghan applicants must have a copy of national ID card	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Request for visa revocation Request for visa revocation is added at the Visa Application Centre, if needed.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No Other submission documents Other submission documents are added at the Visa Application Centre, if needed.	<input type="checkbox"/> Pending

Signatures

I have understood that I (or my authorised representative) have to submit the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.

 Signature of the applicant / representative of the applicant

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- ☐ I have understood that I have to submit the above-mentioned missing documents to the Finnish Embassy by the date mentioned above. If I do not submit the documents by the date mentioned above, I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.
- ☐ I do not intend to submit the above-mentioned missing documents to the Finnish Embassy. I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.

 Signature of the applicant / representative of the applicant

 Signature of the submission officer

