

## Private Visit (Family and Friends)

△ Missing documents may negatively affect the visa decision.	For official use only
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Visa application form with a photograph</b> Schengen visa application form shall be duly completed, dated and signed by the applicant. For the visa application photo requirements, please see <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a> .	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel document</b> 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.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Other travel documents</b> 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 <b>Travel medical insurance</b> 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 <b>Proof of itinerary</b> - 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 <b>Proof of accommodation</b> Proof of accommodation for the whole stay in the Schengen area.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Invitation letter</b> - Signed Invitation letter, signed by the inviter and max. 3 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 (if not a Finnish, Swedish, Norwegian, Icelandic or Danish inviter). Invitation letter should also have an indication of a person covering the costs. - Proof of family ties with the host or inviting party: birth or marriage certificates (notarized).	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of employment</b> - 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 with exact dates of the leave / position after leave.  - For unemployment: proof of income, if any (married: employment certificate of spouse, document of the income of the spouse and a marriage certificate).  - If self - employed; the company GST (Goods and Services Tax registration).	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of financial means</b> Proof of sufficient means of subsistence and establishment - Cover Letter and previous 3 months bank statement of the applicant - 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 <b>Proof of studies</b> For students proof of enrolment of the school or institute	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of pension</b> Documents proving the pension or other financial support	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Documents for third country citizens</b> - 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 <b>Other additional documents</b> Free-form cover letter from the applicant	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Birth certificate</b> - Passport and ID copies of the custodian(s) (from both parents if applicable) - Birth certificate / court decision of custody (notarized)	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Documents when parent(s)/guardian(s) not travelling together with the child</b> Permission to travel from the guardian(s) if not travelling together with the child (notarized).	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of custody changes</b> Proof on custody changes	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Request for visa revocation</b> 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 <b>Other submission documents</b> 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.

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Signature of the applicant / representative of the applicant

### For official use only (at the Visa Application Centre)

- ☐ 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.

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Signature of the applicant / representative of the applicant

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Signature of the submission officer