

## DOCUMENTS REQUIRED

We recommend taking copies of the original documents beforehand.  
Attachments to the visa application/documents won't be returned.

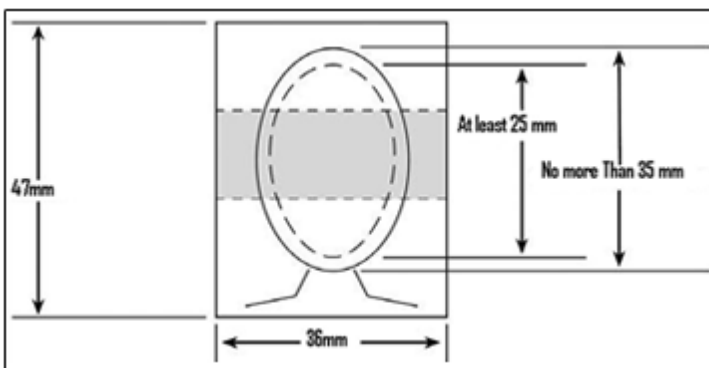
The application filled incorrectly and carelessly can cause denial of visa.  
The applicant may need to supply additional details, e.g. a more detailed plan of the trip,  
or the applicant can be invited to the interview.

**1. One application form** filled by computer, online (Internet based application can be found at the Visa centre's web site, address [http://visa.finland.eu/Russia/Moscow/English/Online\\_Application\\_Form.html](http://visa.finland.eu/Russia/Moscow/English/Online_Application_Form.html)) or by hand neatly. It should be signed by the applicant personally (signature must be placed both to the question 37 and to the end of the last page). A minor's visa application form is signed by his/her guardian(s). The Embassy of Finland in Moscow accepts only application forms filled in online. The Embassy of Finland in Moscow and its visa centers accept application forms filled in Latin letters only (you may write in Russian, but with Latin characters).

**2. Valid foreign passport** (and other valid foreign passports, if the applicant has several). The passport must be valid for 3 months after the end of the visa, have two free pages, and it has to be issued during the last ten years. The applicant must have with him a **copy of the page with the applicant's biodata**.

**3. Old/expired foreign passports** (if the applicant has any).

**4. One recent color photograph** taken against a light one-colored background, grey color is recommended, 36 mm wide x 47 mm height in size, 25 mm – 35 mm height of the head, not more than 6 months old. Retouching a photo is prohibited.



### 5. Visa fee

Please note, after having submitted a visa application at the Visa Centre, Russian citizens have to provide their domestic passport for cash transactions.

**6. Travel insurance policy** - Each applicant (including children) must have an insurance policy. An exception are spouses of EU citizens and their under 21-year-old children, as well as holders of diplomatic and official passports on official travel. They do not need an insurance policy.

An applicant for a multiple-entry visa may provide an insurance policy, which is valid during the first trip. The applicant undertakes to purchase an insurance policy for further trips by signing the visa application.

Basic requirements for an insurance policy:

- Insurance validity area should cover all the Schengen countries, no areal restrictions (for example "Finland, Schengen") are allowed.
- Without franchise.
- The insurance coverage limit should be not less than 30 000 euros or equivalent amount in other currency (for example, 50 000 dollars).

- Policies should insure the 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.

Insurance policies filled in by hand are not accepted.

An applicant always needs to present an original insurance policy and a copy if needed.

#### **7. Copy of the internal passport** (concerns the citizens of Russia who are over 14 years old)

- a page with an applicant's biodata and
- registration in Russia.

#### **8. For minors (below 18 years)**

Always required a birth certificate (the copy of the birth certificate should be prepared beforehand).

If a child's application is submitted separately from the application of his/her parent/parents (guardian/guardians), a notarized consent from the non-applying parent/parents is required. If a child's application is submitted together with only one of the parents/guardians, a notarized consent from the non-applying parent/guardian is required. The consent has to be valid at least from the day of submitting the visa application, should not be older than 12 months on the day of the submission of the application and has to cover all of the Schengen countries.

The consent can be omitted if the parent/guardian signs the child's visa application form in the presence of the submission officer and attaches his/her internal passport biodata page copy to the child's application. If only one of the parents/guardians is available to sign the child's application form in the presence of the submission officer, then a notarized consent from the other parent/guardian will be required. The consent has to be valid at least from the day of submitting the visa application, should not be older than 12 months on the day of the submission of the application and has to cover all of the Schengen countries.

If the child applies together with both his/her parent's/guardian's, no consent is required. If the parent(s)/guardian(s) have valid Schengen visas, copies of these should also be attached to the child's application, regardless of consents.

A parent's notarized consent can be replaced by any of the following:

- parent's death certificate
- parent's notarized certificate stating that the whereabouts of the other parent are unknown (issued not more than 1 year ago)
- a police certificate stating that the whereabouts of the other parent are unknown, and during the search period the parent was not found (issued not more than 1 year ago)
- certificate № 25 stating that details of father in the child's birth certificate were put as per mother's words
- court decision that the parent is a single parent
- the child's birth certificate, where there are no details about the father
- free form written consent, that would contain all the information required from the notarized one (**only for parents that have EU, EEA or Switzerland residence permit or EU, EEA or Switzerland passport**)

**Attention!** In accordance with the EU legislation, a child cannot be included into his/her parents' visa. It is necessary to complete a separate application form with photo and complete set of required documents for every child. A child must obtain his/her own separate visa. If the child is included in his/her parent's passport, the visa will be pasted into the passport bearing the child. The passport must have one additional blank page per visa for each endorsed child.

#### **9. Non-Russian citizens**

- a Russian visa or a residence permit (if required, depends on the nationality of the applicant)
- a registration in Russia
- a Russian work permit card or a student card
- copies of all the above mentioned documents.

#### **10. Personal data processing consent**

According to the Federal law of Russian Federation "About personal data" every applicant has to sign "Personal data processing consent". Please note that if another person submits for the applicant, the applicant

has to sign this document in advance or to sign a power of attorney on a person submitting documents. The power of attorney can be notarized or handwritten. For a minor (all children under 18) a lawful representative (parents, tutors, etc.) should sign this document. You can find the consent at the Visa centre's web site: [http://visa.finland.eu/Russia/Moscow/English/Short\\_Term\\_Visa.html](http://visa.finland.eu/Russia/Moscow/English/Short_Term_Visa.html) (choose "Documents required" and then Form of personal data processing consent).

## **LIST OF REQUIRED DOCUMENTS BY THE PURPOSE OF THE TRAVEL**

### **TOURISM**

- 11.** A note from an accredited travel agency **or**
- 12.** A hotel reservation confirmation **or**
- 13.** If an applicant does not have a reservation or is planning a round-trip or shopping trip, he/she should write about his/her plans as accurately as possible on a sheet of paper (can be informal, needs to be signed).
- 14.** If an applicant is going to travel with a friend or a relative who already has a visa, the friend's visa number should be indicated or a copy of the visa attached.
- 15.** If an applicant is going to stay at a friend's real estate, either a copy of the visa of the real estate owner **or** a copy of the deed of sale of the property and real estate owner's contact information and date of birth should be provided.

### **BUSINESS**

- 11.** An invitation **and/or**
- 12.** An accompanying note from the employer of the applicant **or**
- 13.** If the applicant has not got either, the complete contact information of the inviter must be filled in the application, and the applicant should write about the plans and purpose of the business trip (e.g. negotiations, participating in a seminar) on a sheet of paper (can be informal).

### **CULTURAL EVENT**

- 11.** An invitation **and/or**
- 12.** An accompanying note from the party that is sending the applicant to Finland.

### **MEDICAL REASONS**

- 11.** An invitation from a Finnish hospital or doctor **or**
- 12.** A medical certificate from a Finnish doctor.

### **OFFICIAL VISIT**

- 11.** An invitation **and/or**
- 12.** An accompanying note from the employer of the applicant or sending party.

### **SPORTING EVENT**

- 11.** An invitation **and/or**
- 12.** An accompanying note from the employer of the applicant/sending party.

### **STUDY**

- 11.** An invitation **and/or**
- 12.** An accompanying note from the school of the applicant.

### **TRANSIT/AIRPORT TRANSIT VISA**

- 11.** A visa to the final country of destination **or**
- 12.** If a visa is not required to the final country of destination, then the copies of the tickets.

### **VISIT TO FAMILY OR FRIENDS**

#### **Friend/relative:**

- 11.** An invitation and/or contact information and the date of birth of the inviting person.
- 12.** Preferably a copy of the inviting person's residence permit or Finnish passport.

#### **Close relative, family:**

- 11.** Documents proving the family tie (a copy of a marriage certificate or a birth certificate and, if family names have been changed, a proof of name changes).
- 12.** An invitation and/or contact information and the date of birth of the inviting person.

**13.** A copy of the inviting person's residence permit or Finnish passport.

**14.** If an applicant is applying for a visa free of charge on the basis that he/she is a close relative of the inviting person, he/she needs to present documents proving the family tie every time he/she submits a visa application. (The grounds for getting a visa free of charge can be found in the visa facilitation agreements: <http://formin.finland.fi/public/default.aspx?contentid=141221&nodeid=40875&contentlan=2&culture=en-US> )

## **OTHER PURPOSES OF VISIT**

### **Lorry Drivers:**

#### **11. Russian citizens:**

An accompanying letter (an original document) from ASMAP **or** RAS **or** the following documents:

- An accompanying letter from the driver's employer (an original document).
- A copy of the driver's labor book.
- A copy of the driver's driving license.
- A copy of the license for transportation of goods in international traffic.
- A list of drivers (an original document).

#### **11. Non-Russian citizens:**

- An accompanying letter from the driver's employer (an original document).
- A copy of the driver's labor book.
- A copy of the driver's driving license.
- A copy of the license for transportation of goods in international traffic.
- A list of drivers (an original document).

### **Scientific cooperation:**

**11.** An invitation **and/or**

**12.** An accompanying note from the employer of the applicant.

### **Seasonal work (berry picking):**

#### **11. Additional documents for seasonal work visa application:**

a) Valid work contract or a binding work offer, which applies to seasonal work for an employer based in Finland and where the following is defined:

- Working place and type of work
- Length of work contract
- Salary
- Working hours per week/month
- Possible holiday entitlement
- Starting date of work contract

b) Account of appropriate accommodation (includes account of appropriate accommodation organized by the applicant)

c) Employer's assurance form

### **Wild/Forest berry pickers**

Invitation from the employer (private person or company) with the following details:

- Name and contact information of the inviting farm or company.
- Personal information of the person being invited.
- The working dates and the amount of needed days.
- Accommodation information and costs of accommodation.

**Fetching a car:**

- 11.** Bill of lading of the car(s) to be fetched (optional, if an applicant has previously received Finnish multiple entry visas for the same purpose) **or**  
**12.** An invitation from an expeditor or a car dealer (optional, if an applicant has previously received Finnish multiple entry visas for the same purpose).

**Escorting a family member (spouse, parents or children):**

- 11.** Documents proving the family tie.  
**12.** A copy of the family member's visa (if they are not applying at the same time).

**Real estate owner:**

First time:

- 11.** A copy of the deed of sale of the property in Finland **and/or**  
**13.** A copy of the certificate of the legal confirmation of possession of real estate ("lainhuutotodistus"), issued by the Local Register Office.

Following times:

- 11.** Latest decision of property tax ("päättös kiinteistöverotuksesta"), not older than 1 year

**Apartment owner:**

First time:

- 11.** A copy of the deed of sale of the apartment in Finland.

Following times:

- 11.** A house manager's certificate ("isännöitsijäntodistus"), not older than 1 year.

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