

DOCUMENTS REQUIRED

1. One application form filled by computer, type writer or in hand in block letters and neatly. It should be signed by the applicant personally. The Embassy of Finland in Moscow accepts application forms filled in Latin letters only (you may write in Russian, but in Latin characters).
2. One recent color photograph taken against a light one-colored background, but not white, grey color is recommended, 36 mm wide x 47 mm height in size, 25 mm x 35 mm height of the head, not more than 6 month old
3. A valid foreign passport (and other valid and/or expired foreign passports). The passport must be valid for 3 months after the end of the planned trip.
4. Old/expired or another valid foreign passport.
5. A travel insurance policy - Each applicant (including children) must have an insurance policy. The exceptions are the spouses of EU citizens and their minor children, as well as holders of diplomatic and official passports on mission. They do not need insurance. To get a multivisa it's enough to present an insurance policy, which is valid during the first trip.
Basic requirements for an insurance policy:

- Policies should cover the entire period of the visa and all of the planned days of stay
- Insurance validity area should cover all countries as per the Schengen Agreement
- without franchise
- The insurance should have a limit on the sum insured not less than 30 000 Euros.
- Policies should insure your 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 for multiple-entry visa may provide an insurance policy that covers the first planned trip. The applicant must undertake to purchase an insurance policy to further trips accepting the appropriate point in the visa application.

6. **Minors** - If the applicant is a minor (Below 18 years) and travels alone or with one of the parents, then a written consent of the second parent or the guardian is required for traveling or in case it cannot be provided then other documents providing the reason for lack of the permission (single parent reference or other documents). The birth certificate is also required; the copy of it should be prepared beforehand.

Attention! In accordance with the new legislation of EU, starting 29th of March 2010 a child cannot be included into his/her parents' visa. For every child is it necessary to complete a separate application form with photo and complete set of required documents and you must obtain a separate visa. If the child is included in his/her parents passport the visa will be pasted into the passport of that parent. The passport must have one blank page for each visa for each traveler on that passport. If a visa with a child was issued before 5th of April 2010 then it's valid until the visa is expired; it shouldn't be reissued. For minors who have their own foreign passport visa procedure remains the same.

7. **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.

8. Visa fee

Please note, when applying to the Visa Centre Russian citizens have to provide their domestic passport for cash transactions.

TOURISM

9. A hotel reservation confirmation **or**
10. A note from an accredited travel agency **or**
11. If the applicant does not have a reservation or is planning a round-trip, they should write about their plans as accurately as possible on a sheet of paper (can be informal)

BUSINESS

8. An invitation **and/or**
9. An accompanying note from the employer of the applicant **or**
10. 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 their plans and purpose of the business trip (e.g. negotiations, participating in a seminar) on a sheet of paper (can be informal)

CULTURAL EVENT

8. An invitation **and/or**
9. An accompanying note from the part that is sending the applicant to Finland

MEDICAL REASONS

8. An invitation from a Finnish hospital or doctor **or**
9. A medical certificate from a Finnish doctor

OFFICIAL VISIT

8. An invitation **and/or**
9. An accompanying note from the employer of the applicant or sending party

SPORTING EVENT

8. An invitation **and/or**
9. An accompanying note from the employer of the applicant/sending party

STUDY

8. An invitation **and/or**
9. An accompanying note from the school of the applicant

TRANSIT/AIRPORT TRANSIT VISA

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

VISIT TO FAMILY OR FRIENDS

Friend:

8. An invitation and/or contact information of the inviting person
9. Preferably a copy of the inviting person's residence permit or Finnish passport (optional)

Relative:

8. An invitation and/or contact information of the inviting person
9. Preferably a copy of the inviting person's residence permit or Finnish passport (optional)

Close relative, family:

8. Documents proofing 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)
9. Preferably a copy of the inviting person's residence permit or Finnish passport (optional)

OTHER PURPOSES OF VISIT

Lorry Drivers:

8. An accompanying letter from ASMAP **or** RAS **or** the following documents:
- An accompanying letter from the driver's employment company (an original document).
 - An original document of the driver's labor book and a copy of the book.
 - A copy of driver's driving license.
 - A license for transportation of goods in international traffic (a copy).
 - A list of drivers (an original document).

Scientific cooperation:

8. An invitation **and/or**
9. An accompanying note from the employer of the applicant

Seasonal work (berry gathering):

8. An invitation

Fetching a car:

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

Escorting a family member (parents or children):

8. Documents proofing the family tie
9. A copy of the family member's visa (if they are not applying at the same time)

Owner of a real estate:

8. A copy of the deed of sale of the property in Finland

Visiting an owner of a real estate (who does not have a residence permit):

8. A copy of the visa of the real estate owner (if not applying at the same time)

Shopping, visiting a water park etc.

8. If the applicant does not have a hotel reservation (is not going to stay overnight), they should write about their plans as accurately as possible on a sheet of paper (can be informal). If the applicant tells that he/she is going to travel with a friend or relative who already has got a visa for the same purposes, the friend's visa number should be indicated or a copy of the visa attached.

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