

## Checklist for CULTURE AND SPORTS VISA:

Applicant's name and passport number:	Contact number and email 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.		
<b>Required Documents</b>	<b>Seen</b>	<b>Missing</b>
<b>Visa application form</b> signed twice (or three times in case of multi-visa) by the applicant.		
<b>Colour photograph</b> (maximum 6 months old, with neutral facial expression and light background). The photo must not be edited.		
<b>Passport/ travel document</b> , 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>Travel insurance</b> covering the entire duration of the trip to Schengen area. Minimum coverage 30 000 euros non-deductible; must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death. Name in pinyin. Validity: Schengen/Worldwide.		
<b>From the receiving cultural or sports organisation:</b> <ul style="list-style-type: none"> <li><b>Official invitation letter</b>, including contact information; the length and purpose of the stay; detailed program for the event; account on the amount of the expenses as well the covering entity; account on the accommodation during the trip.</li> </ul>		
<b>From the dispatching cultural or sports organisation:</b> <ul style="list-style-type: none"> <li><b>Dispatch letter on official paper</b>, including contact person(s) information; stamped and dated, including the name, position and signature of the countersigning officer. The letter must state the name, position, years of employment and salary of the applicant (if a professional), confirmation of participation and the entity that covers the costs.</li> <li><b>A Copy of organisation license</b></li> </ul>		
<b>For Minors:</b> <ul style="list-style-type: none"> <li><b>Passport copy (copies) of custodian(s). (From both parents, if applicable.)</b></li> <li><b>Birth certificate/ court decision of custody</b>, legalized by MFA</li> <li><b>Permission to travel</b> from the guardian(s), legalized by MFA, if not travelling together with the child.</li> <li><b>Letter of studies</b>, stamped and dated; containing contact information of the school, years of studies as well as name, position and signature of the countersigning officer and approval of absence.</li> <li><b>A copy of student card</b></li> </ul>		

I have understood that I have to submit the above-mentioned documents to the Visa Application Centre by \_\_\_\_\_. I accept by signing this form that the matter will be decided without the requested documents and that the decision may be to my disadvantage, if I do 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'm aware and that the decision may be to my disadvantage, if I do not submit the documents.

**Note: The Finnish Embassy/ Consulate General reserves the right to request additional information/documentation and, if considered necessary, to interview the applicant.**

Visa fee:	Service Fee:	Other Fees :

\_\_\_\_\_  
Name and signature of Submission Officer

\_\_\_\_\_  
Signature of Applicant/Representative