

**Checklist for TOURIST VISA:**

Applicant's name and passport number:	Contact number and email address:
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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.

Required Documents	Seen	Missing
<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>Travel plan/Itinerary</b>		
<b>Airline reservation</b>		
<b>Proof of accommodation</b> for the whole stay in Schengen area		
<b>Letter of employment/studies</b> on official paper, 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/position after leave; As well as: <ul style="list-style-type: none"> <li>• For the employed: <b>A copy of sealed company business license</b></li> <li>• For students: <b>A copy of student card</b></li> </ul>		
<b>Proof of sufficient means of subsistence</b> , e.g. <ul style="list-style-type: none"> <li>• 3 months bank statement (no translation required)</li> <li>• Proof of retirement, <b>if applicable</b></li> <li>• The employment certificate and document of the income of the spouse, as well as marriage certificate legalized by MFA (<b>if unemployed but married</b>)</li> </ul>		
<b>A Copy of Hukou (no translation required)</b>		
<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> </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 General. 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