

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.		
Required Documents	Seen	Missing
Schengen visa application form duly completed, dated and signed by the applicant		
Colour photograph (maximum 6 months old, with neutral facial expression and light background). The photo must not be edited.		
Passport/ travel document , 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.		
Travel insurance 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.		
From the receiving cultural or sports organisation: <ul style="list-style-type: none"> Official invitation letter, 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. 		
From the dispatching cultural or sports organisation: <ul style="list-style-type: none"> Dispatch letter on official paper, 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. A Copy of organisation license 		
For Minors: <ul style="list-style-type: none"> Passport copy (copies) of custodian(s). (From both parents, if applicable.) Birth certificate/ court decision of custody, legalized by MFA Permission to travel from the guardian(s), legalized by MFA, if not travelling together with the child. Letter of studies, 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. A copy of student card 		

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