

## Checklist for ADS TOURIST 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>The following documents must be submitted by the ADS-accredited travel agency:</b> Copies of the tour leader's passport, tour leader card, visa (if applicable), copies of the courier's CNTA badge and EU badge		
<b>From the local tour operator:</b> <b>Letter of introduction</b> signed by a representative of the travel agency; including, the names of the tour participants and payment of travel costs; <b>Proof of accommodation</b> for the whole stay in Schengen area; <b>Means of transportation</b> e.g. airline reservations; <b>Travel insurance</b> according to Schengen requirements		
<b>From the tour operator in Schengen area:</b> <b>A confirmation letter</b> , issued by the reception agency in Schengen area, containing the passenger list, dates, accommodation details and the roundtrip flight information as well as transportation specified in the group's itinerary.		
<b>Required Documents (from the applicant):</b>	<b>Seen</b>	<b>Missing</b>
<b>Schengen Visa application form</b> duly completed, dated and signed 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>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 needed)</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 needed)</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 both 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. 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