

Checklist for BUSINESS 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.		
Invitation letter from business partner(s) in Finland/Schengen; on official paper, including contact information, position and signature of the inviter, a brief explanation of the nature of the business relationship; the purpose, duration and program of the visit; information about the party who bears the costs of the trip.		
Employment letter on official company 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 and approval of absence/position after leave.		
A copy of sealed company business license (No translation needed)		
Proof of sufficient means of subsistence (e.g. 3 months bank statement) of the applicant OR of the receiving/dispatching company if bearing the costs guaranteed in the invitation/employment letter.		
In case business trip is combined with tourism , following documents must be submitted: <ul style="list-style-type: none"> • Travel plan • Airline reservations • Proof of accommodation for the whole stay in Schengen area • A copy of hukou (no translation needed) 		
In case business trip is combined with visit to family member or friend , following documents must be submitted: <ul style="list-style-type: none"> • Invitation letter, signed by the inviter and max 6 months old. Invitation must include the purpose and duration of the visit; relationship with the inviter and contact information. • Prove of legal residence of the inviter in Finland; copy of passport or residence permit. • Proof of relationship with the inviter (for family members, a notarized marriage AND/OR extract from Finnish population registry VTJ/birth certificate) • A copy of hukou (no translation needed) 		

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 :

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Name and signature of Submission Officer

Signature of Applicant/Representative