

## Checklist for Private Visit

Name: _____	ContactNo.: _____
PassportNumber: _____	E-mailAddress: _____

Prepare all the necessary documents listed below before you deliver the application. **If the application is incomplete it might be refused by the Embassy of Finland in London.**

Please be prepared to show original documents at the VAC, but submit only photocopies of documents. Copies have to be in A4 size. Embassy does not return any other documents to applicant than passports.

The Embassy might request additional documentation and if necessary ask to interview the applicant. Estimated processing time is 10 working days.

Note: The application material should be organised in the following order.

Required Documents		Yes	No	Remarks
1.	<b>A valid travel document</b> and one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey. Travel document must contain two blank pages.			
2.	<b>A current Schengen visa application</b> form duly completed, dated and signed by the applicant. <b>A recent colour passport photograph</b> , which fulfills ICAO standards (taken within the past six months, white or light background, neutral face expression).			
3.	<b>A valid UK residence permit.</b> Permit must be valid at least three months after your departure from the Schengen area.			
4.	<b>Proof of confirmed return ticket(s).</b>			

## Checklist for Private Visit

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5.	<p><b>Travel medical insurance</b>, which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage is 30 000 euros and it must be valid in whole Schengen area or worldwide. The travel medical insurance must be acquired from an insurance company approved by the Schengen countries.</p>			
6.	<p><b>Invitation letter with inviter's copy of passport data page and/or Finnish residence permit.</b> This free form letter must state inviter's full contact details, relationship to the applicant, duration and time of the intended visit. Invitation must be signed and dated.</p>			
7.	<p><b>If the applicant is employed, he/she should attach a recent letter from the employer</b> (headed letter with name, date of issue, address, telephone number and position of signatory and registration number in the United Kingdom) <b>and / or payslips for the last 3 months.</b></p> <p><b>Self-employed should present recent letter</b> from accountant, banker or solicitor, stating self-employment or business ownership in the United Kingdom.</p> <p><b>Students should present recent, official and signed letter</b> from United Kingdom <b>school, college or university</b> stating date of issue, name of the applicant and type of studies, number of lessons (hours) per week and attendance record.</p>			

## Checklist for Private Visit

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8.	<p><b>Proof of funds: recent (last three months) UK bank statements.</b> Alternatively traveller's cheques that should be in the applicant's name and showing details and balance for sufficient means of subsistence both for the duration of intended stay and for the return to the UK or country of origin. Cash is not accepted.</p> <p>If the applicant is financially supported by his/her spouse (e.g. if the applicant does not work), also marriage certificate and the spouse's bank statement must be presented.</p>			
9.	<p><b>Applicants under 18</b> need a birth certificate and his/her both parents' or legal guardian's formal written consent to travel with the proof of the signature of the guardians (a copy of the passport), if the applicant is travelling alone, with the other parent or with other people than the parents or guardian.</p>			

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- In case of any additional documents required by the Embassy of Finland, I am aware that I need to submit the documents at Visa Application Centre and the processing time for my application may increase.
- The processing of the application is subject to the procedures and timelines of the Embassy of Finland and Visa Application Centre has no control over it. In case of any delay I agree to reschedule my travel itinerary and related bookings and documents.
- During the time of the assessment of my visa application the Embassy of Finland will not answer any form of enquiry regarding state or outcome of the procedure.
- Grant or refusal of visa is at the sole discretion of the Embassy of Finland and Visa Application Centre has no role in the decision making process and no promises have been made by any Visa Application Centre's staff on this account.
- The mere possession of a visa does not confer an automatic right of entry to Finland or any other Schengen States of the European Union. I may be requested at the entry border checking point to present any supporting documents submitted with my visa application.
- The actual time left to my intended travel is less than 15 calendar days, but still I want to go ahead and submit my application.

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Applicant's signature and date

The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

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Processing Officer's name, signature and date