

△ Missing documents may negatively affect the visa decision.	For official use only
☐ Yes ☐ No Visa application form with a photograph Schengen visa application form shall be duly completed, dated and signed by the applicant. For the visa application photo requirements, please see https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf .	☐ Pending
☐ Yes ☐ No Travel document The travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages.	☐ Pending
☐ Yes ☐ No Other travel documents If the applicant has other valid travel documents and/or previous travel documents with previous Schengen visas issued within the last 59 months, they should also be provided.	☐ Pending
☐ Yes ☐ No Travel medical insurance Travel medical insurance must be valid for the duration of travel and cover the entire Schengen area. An applicant applying for a multiple-entry visa may provide an insurance policy, which is valid during the first trip. The minimum coverage of the policy must be 30 000 (thirty thousand) euros. The policy has to cover costs in case of sudden illness or accident and assistance on site, including the costs of medical repatriation to the place of permanent residence of the insured person or the repatriation in case of death. The Travel Insurance Policy must reflect coverage for COVID-19.	☐ Pending
☐ Yes ☐ No Proof of itinerary - Travel plan covering all the destinations of the trip. - Flight reservations, including roundtrip and possible other Schengen states and third countries.	☐ Pending
☐ Yes ☐ No Proof of accommodation Proof of accommodation for the whole stay in the Schengen area.	☐ Pending
☐ Yes ☐ No Proof of employment - Proof of employment/studies on official letterhead, 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 with exact dates of the leave /position after leave. - For unemployment: proof of income, if any (married: employment certificate of spouse, document of the income of the spouse and a marriage certificate). - If self - employed; the company GST (Goods and Services Tax registration)	☐ Pending
☐ Yes ☐ No Proof of financial means Proof of sufficient means of subsistence and establishment: - Cover Letter and previous 3 months bank statement of the applicant - ITR Indian Tax Return Verification Form from past two years - Salary slips for the last 3 months	☐ Pending
☐ Yes ☐ No Proof of studies For students proof of enrolment of the school or institute	☐ Pending
☐ Yes ☐ No Proof of pension Documents proving the pension or other financial support	☐ Pending
☐ Yes ☐ No Documents for third country citizens - Valid Indian residence permit. If applicant is not a permanent resident, residence permit must be valid for 3 months after the departure from the Schengen area. - Afghan applicants must have a copy of national ID card	☐ Pending
☐ Yes ☐ No Other additional documents Free-form cover letter from the applicant	☐ Pending
☐ Yes ☐ No Birth certificate - Passport and ID copies of the custodian(s) (from both parents if applicable) - Birth certificate / court decision of custody (notarized)	☐ Pending
☐ Yes ☐ No Documents when parent(s)/guardian(s) not travelling together with the child Permission to travel from the guardian(s) if not travelling together with the child (notarized).	☐ Pending
☐ Yes ☐ No Proof of custody changes Proof on custody changes	☐ Pending
☐ Yes ☐ No Request for visa revocation Request for visa revocation is added at the Visa Application Centre, if needed.	☐ Pending
☐ Yes ☐ No Other submission documents Other submission documents are added at the Visa Application Centre, if needed.	☐ Pending

Signatures

I have understood that I (or my authorised representative) have to submit the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.

Signature of the applicant / representative of the applicant

For official use only (at the Visa Application Centre)

- ☐ I have understood that I have to submit the above-mentioned missing documents to the Finnish Embassy by the date If I do not submit the documents by the date mentioned above, I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.
- ☐ I do not intend to submit the above-mentioned missing documents to the Finnish Embassy. I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.

Signature of the applicant / representative of the applicant

Signature of the submission officer