

SCHENGEN VISA –Visit Family or Friends

NAME OF APPLICANT: _____ DATE: __/__/__
Last name First name (dd/mm/yy)

CHECKLIST

Please print [this form](#) and bring [original documents/papers](#) and a copy of all original documents.

Check the boxes to confirm which documents you have submitted and arrange according to the list.

- Check-list/Questionnaire** – should be answered and written by the applicant
- Cover Letter (RECEIPT NUMBER)** – printed from the Application Portal
- Schengen Visa Application form** – completely signed and filled out by the applicant
- One(1) passport sized photo (3x4cm)** – with white background no older than 6 months. Please glue/paste your photo (do not staple) on the Cover letter or the Schengen Visa Application form
- Original passport (COPY OF ALL PAGES!)** – valid for at least 3 months after departure from Schengen
- Previous passports** – (last 3 years) and past visas/stamps to Schengen and other countries
- RNE (Registro Nacional de Estrangeiros)** – valid for at least 3 months after departure from Schengen
- Application Fee receipt**
- If currently employed** - submit Certificate of Employment stating position, length of service, salary and duration of approved leave of absence, company ID, and pay slips for the last 3 months
- If self-employed** - e.g. corporation - present Articles of Incorporation and proof of annual income; single proprietorship - present Business Name Registration Certificate and latest income Tax statement
- If currently a student** - Certification of enrolment from the school & school ID. If applicant is going on a holiday during summer or semestral break, submit a certification of reservation or certification of enrolment to prove that he/she is enrolled for next school year/semester
- [Letter of invitation](#)
- Copy of the passport of the person inviting** If not a Nordic Citizen, submit a copy of recent residence permit
- Proof of sufficient funds** (if applicable) – Bank statement
- Roundtrip Airline Ticket Reservation**
- Travel Medical Insurance** – should be valid for all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage is 30,000 EUR
- Marriage Certificate** (if applicable) – not required but may strengthen the application
- Birth Certificate** (if applicable) – not required but may strengthen the application
- Documentation of own means/properties** (if applicable) – not required but may strengthen the application e.g. land titles or car certificate of registration with official receipt
- Side trips** (if applicable) – hotel bookings and means of transport

IMPORTANT ADVISORY

All documents coming from Finland must be sent directly to the applicant not to the Embassy/Consulate General. Submit you application and supporting documents on your appointment date.

A written explanation letter should be provided if you cannot submit any or some of the required documents.

Do not staple or glue any documents together.

- I decided not to submit my application because of lacking documents. I am willing to rebook my appointment.

Note: Proceed to Application Portal and rebook your appointment. No need to pay again.

I decided to submit my application even though there are lacking documents. I am also aware that there is a risk in my visa application being rejected.

I hereby confirm that all submitted information and supporting documents are true and correct.

Signature of applicant

Place, Date