

⚠ Missing documents may negatively affect the visa decision.	For official use only
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Visa application form with a photograph</b> Schengen visa application form shall be duly completed, dated and signed by the applicant. Please check the visa application photo requirements on the website <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a> .	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel document</b> Passport / valid travel document and one photocopy of ID page. 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. To see travel documents accepted by Finland, please see: <a href="https://um.fi/visa-requirement-and-travel-documents-accepted-by-finland">https://um.fi/visa-requirement-and-travel-documents-accepted-by-finland</a>	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel medical insurance</b> Travel medical insurance must be valid for the duration of travel and cover the entire Schengen area. An applicant 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.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Transport reservations</b> Flight reservation(s), including the following: - to and from Schengen-area / Finland - domestic transport in Finland, if applicable - a free-form travel plan to other Schengen countries during your stay, if applicable.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Invitation letter</b> Invitation letter from the company or business partner in Finland.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel order or letter from sending organisation</b> Official visits: Note Verbal from the UAE Ministry of Foreign Affairs.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of participation in the event</b> - Entry ticket or registration for an exhibition or a conference. - If the trip includes visits to the several Schengen Member states; invitation or proof of conference must be provided for all countries to be visited. - If the visa applicant will be giving a verbal presentation or a poster presentation in a conference, the name of the presentation should be attached to the visa application.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of accommodation</b> Accommodation reservations. Reservations must be valid throughout the entire visa application procedure.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of employment</b> - Letter from the employer which is not more than one month old: headed letter with name, date of issue, address, telephone number and position of signatory, including information of monthly amount of salary, start date of employment and position at the company. - Multiple entry request cases the employer must request and explain the need for multiple entry visa and state the time it is requested for.  - Self-employed should present an evidence of business ownership (trade licence) in the United Arab Emirates.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of financial means</b> Bank account sheets: - Applicant's recent (last three months) bank account sheets. Account sheets must be originals and signed/stamped by the bank.  Persons with no occupation: - Proof of socioeconomical situation of the person who supports you financially; work contract, pay slips for the past 3 months, bank statement for the past 3 months	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Documents for third country citizens</b> Valid UAE residence permit or for GCC citizens, UAE ID card. Permit/card must be valid for three months after the departure from the Schengen area.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Request for visa revocation</b> Request for visa revocation is added at the Visa Application Centre, if needed.	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Other submission documents</b> Other submission documents are added at the Visa Application Centre, if needed.	<input type="checkbox"/> 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.

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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 Visa Application Centre by the date mentioned above. 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 Visa Application Centre. 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.

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Signature of the applicant / representative of the applicant

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Signature of the submission officer