

Checklist for a Private visit

Name: _____	Contact No.: _____
Passport Number: _____	E-mail Address: _____

Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Embassy of Finland in New Delhi**. The required documents have to be translated into English or Finnish in a separate document according to the instructions below.

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

Embassy does not need any additional documents at this point, but might request additional documentation if necessary and if deemed necessary, to interview the applicant. Estimated processing time for individuals is 15 days, 20 days for groups and in certain cases be up to 30 days.

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

Required Documents		Yes	No/	Remarks
1.	A valid travel document and a 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.			
2.	A current Schengen visa application form duly completed dated and signed by the applicant. A recent color passport photograph (taken within the past six months, white or light background). See the passport photo guidelines by the Finnish Police.			
3.	Travel medical insurance , which must be valid for the whole duration of the travel. The minimum amount of the insurance indemnity 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.			
4.	Flight reservation (not a paid ticket), paid tickets with the e-ticket reference number can be presented by collection of the visa, if the Embassy has requested this.			
5.	Afghan applicants: a copy of national ID card (taskera)			
6.	A free form letter of applicant stating who she/he is visiting, who covers the expenses and travel itinerary including countries to be visited during the trip.			
7.	If the applicant is employed, he/she should attach a letter from the employer stating the nature of employment, duration of the leave of absence as well a valid employment ID. Students should present a valid student ID and letter of enrolment at a University of institute of learning.			
8.	If the applicant will bear all the costs himself/herself, he/she must present proof of sufficient funds , such as bank statement, salary slip or income tax statement. The Embassy may check the authenticity and stability of the funds stated. If a company, legal person or private person has provided the applicant with an invitation stating that they will bear all or part of the costs, the Embassy may check the validity of the statement.			

9.	Applicants under 18 need 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. During school year, a formal permission for absence from the school is also required.			
10.	Original invitation letter and one photocopy. The free-form invitation letter (no preprinted form available) should state the required personal and contact details concerning the inviter and visitor (name, date of birth, address, phone number, e-mail), the purpose and duration of the visit, clarification of accommodation including address and clarification of the relationship between the inviter and the visitor. The invitation letter must be signed by the inviter and dated.			
11.	A photocopy of the biometric page of the inviter's passport or other identity document. In case the inviter has visited the applicant in India previously, photocopies of the inviters previous Indian visas (with arrival and departure stamps) as well a copy of the valid residence permit of the inviter.			
12.	A marriage certificate , if the applicant and the inviter are married. A certificate of a family relationship between the inviter and the applicant (such as a birth certificate), in case of a family visit.			
13.	Birth certificate of the applicant			

- ☐ 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. Appl

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.

- ☐ 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.

Name, signature of Processing Officer and date

Applicant's signature