Checklist for Schengen visa application

All applications

- Application form fully completed and must be signed by the applicant
- One colored passport photo: the photograph must be less than six (6) months old, preferably taken with a plain light colored background
- Passport (+copy of the personal information page), valid three (3) months past the departure date from Schengen area and issued no later than ten (10) years ago. The passport must have at least two empty pages. Please note that a visa cannot be attached in the added pages of a passport.
- Proof of legal residence in Japan (+ copy), residence permit must be valid for three (3) months past the departure date from Schengen area.
- 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 each case like sudden illness, 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.
- Travel reservation: Please note, that it is not recommended to purchase the tickets before receiving a visa decision.

Tourist / family visit

- Itinerary: Travel plan, including all the destinations of the journey.
- Hotel reservations or housing arrangements by the host, with exact address during the whole trip in Finland as well as other Schengen countries
- Proof of funds: copy of bank statement or bankbook covering past three (3) months from the date of applying

Business / conference visit

- Invitation from the company or event organizer you intend to visit in Finland
- Hotel reservations with exact address during the whole trip in Finland as well as other Schengen countries
- Letter from your employer stating the purpose and duration of the visit
- Proof of funds: letter from employer or inviter stating that they cover the costs or a copy of bank statement or bankbook covering past three (3) months from the date of applying
Documents for minors

- Birth certificate with an Apostille and translated to English by translation company
- Passport and ID copies of custodian(s). (From both parents, if applicable).
- Permission to travel from the guardian(s), if not travelling together with the child (notarized).
- Court decision of custody (notarized), if needed.

Please note

- Present all documents as originals in English, Finnish or Swedish, copies of bankbooks may be in Japanese.
- If you are going to travel to more than one country, you must apply for a Schengen visa from a country that you intend to stay longest. If you are staying in two or more countries for the same period of time, you can apply Schengen visa from a country you first arrive.
- Visa application can be submitted by an appointment only. Instructions how to make an appointment can be found on the following webpage: finlandabroad.fi/web/jpn/customer-service
- Submit your application the latest 15 days before travel.
- You will not have your passport in your possession while the visa application is being processed.
- We may request additional supporting documents.