

### Required documents to be presented

- **Visa application form** The applicant needs to sign the application at the consulate.
- **Passport photo**; 1 color photo, maximum 6 months old and complying with the standards of ICAO: e.g. light-colored background and neutral facial expression.
- **Passport** or a travel document that is accepted in all Schengen countries. Passport requirements: the passport needs to be valid for a minimum of 3 months after the journey, be issued less than 10 years prior to the application and contain at least 2 blank pages. Old passports are to be presented, when necessary.
- **One copy of the passport's ID page and pages containing markings.**
- **A short written clarification of the travel plan.**
- **Copy of the "Green Card" residence permit or US visa** (A, E, F, G, H, I, J+J1-form, L, O, R, P) that is valid at least 3 months after the journey. The original Green Card must be presented during the appointment.
- **Proof of employment or studies:**
  - Employment: the employer's letter on official letterhead with contact information, stamp, date, the name and position of the countersigning officer. The letter needs to state the name and position of the applicant, the duration of employment, salary and approval of absence for the duration of travel.
  - Studies: A valid I-20 form (signed by the school within 6 months) or letter from the school on official letterhead with stamp, date, name/position/signature of the countersigning officer with contact information stating the name of the applicant, years of studies and an approval of absence for the duration of travel.
- **Hotel reservation or letter of invitation depending on the purpose of travel.** If the traveler intends to visit a third country prior to or after the trip, he/she will have to present a hotel reservation / letter of invitation pertaining to that trip.
  - Hotel reservation must show: the name and the contact information (address and phone number) of the hotel as well as the reservation number.
  - Letter of invitation must show: the contact information, copy of the passport's ID page and of Finland's residence permit of the inviter, the purpose and time of the trip, the address of accommodation as well as the date and the signature of the inviter.
- **Flight reservation** (roundtrip). Please note: It is not recommended to purchase the tickets before receiving a visa decision. If the traveler intends to visit a third country prior to or after the trip, he/she will have to present a one-page summary about the travel plan, the time of travel as well as the flight/train tickets for the country in question and potentially a visa needed for travelling to that country.
- **Bank account statements (from the past 3 months) or other proof of financial stability.** For self-employed applicants the documents showing the business activity and taxation: business license and tax return documents. Pensioners need to present a pension certificate.
- **Minors** must show **legalized birth certificate** and **the passport copies of both guardians**. If the applicant intends to travel alone or with only one guardian, he/she must present **the notarized permission** to travel as well as the **proof of financial stability of the guardians**. If the guardians do not live in the US, the permission needs to be notarized or legalized according to the laws of the guardians' home country.
- **Travel medical insurance on one page.** Please note: presenting just the copy of the medical insurance card is not sufficient. Unless the insurance company can issue the statement containing the information listed below, the applicant must get travel medical insurance from another company. The holders of diplomatic passports are not required to have an insurance. The insurance document needs to state the following: Name, Coverage for the entire duration of the trip, Validity area: Schengen / EU / Worldwide. The minimum

coverage: 30,000 euros (approx. USD 40,000) non-deductible, covering: medical expenses (emergency medical expenses), hospital treatment (emergency hospitalization treatment) and expenses incurred as a result of repatriation for medical reasons and death (repatriation).

Multi-entry visa applicants must have insurance for the duration of the first trip and sign the section on the last page of the application form "Applicable in case a multiple entry visa is applied for. I am aware of the need to have an adequate travel medical insurance for my first stay and subsequent visits to the territory of Member States."

■ **Visa fees**

**In addition to the documents listed above, business travelers need to attach to the application:**

- **Employer's recommendation letter** (original copy on official company letterhead, containing contact information).
- **Invitation letter from the business partner in Finland**, including a brief explanation of the nature of the business relationship (either on official company letterhead with contact details or sent from a known email address).

**In addition to the documents listed above, a family member of a Finnish citizen needs to attach to the application:**

- **Proof of being a family member** (e.g. an extract from the Finnish population register, marriage certificate or birth certificate)

**In addition to the documents listed above, students and conference/event applicants need to attach to the application:**

- **Invitation from the organization or entry ticket/registration.** An official letterhead including contact information (address, email, telephone number) of the inviter, a brief description of the visit or a program for the visit as well as who will bear the costs. The letter must be dated, signed, stamped (if possible), and must have the name, position and contact information of a designated person from the inviting party.

**A family member of an EU, ETA or Swiss national who falls under the scope of Directive 2008/38/EC on free movement:**

Unless all of the conditions (1-3) mentioned below are fulfilled, the visa application will be processed in a standard way :

1. The EU citizen uses his/her right to move freely = the EU national travels to a country other than the country of his/her nationality within the borders of the European Union.
2. The trip of the family member is associated with the trip of the EU national (= travelling together or following later)
3. The applicant is a family member of the EU, ETA or Swiss national (required to present a marriage or birth certificate):
  - spouse, partner (registered relationship), minor (<21-year-old) child of the EU national or of the partner thereof, parent or other close relative of the EU citizen or of the partner thereof, who lives in the same household and needs personal care.

**If all of the above conditions (1-3) are fulfilled, the applicant will need to present only the following documents:**

- **Visa application form**
- **Passport photo;** 1 color photo, maximum 6 months old and complying with the standards of ICAO: e.g. light-colored background and neutral facial expression.
- **Passport + copy** or a travel document that is accepted in all Schengen countries. Passport requirements: the passport needs to be valid for minimum 3 months after the journey, be issued less than 10 years prior to the application and contain at least 2 blank pages.
- **"Green Card" residence permit + copy or US visa** that is valid at least 3 months after the journey.
- **Document evidence for the points 1-3:**
  - Proof of EU citizenship (e.g. passport copy)
  - Proof of family membership (e.g. legalized marriage or birth certificate)
  - Proof of travelling together (e.g. plane ticket)