

REQUIREMENTS FOR SCHENGEN VISA APPLICATION (BOTH FINLAND AND SWEDEN)

(Visa is **not** required if you are a family member of Swiss or EEA national (citizens of the EU, Norway, Iceland, Liechtenstein), a **holder of a yellow slip** in Cyprus and travel together with that family member or join her/him in connection of the journey. However, some countries may require a visa also from the holders of a yellow slip, so if you travel to Finland or Sweden via any other country it is advisable that you ask from that country in question whether a visa is required).

Holders of a **biometric** passport of Albania, Bosnia-Hertsegovina, Georgia, Macedonia, Montenegro, Moldova, Serbia or Ukraine do **not** require a visa.

The following documents are required to support the visa application. Please note that the applicant has to submit original + photocopies of supporting documents with his/her application. The Embassy does not make copies.

1. A FULLY COMPLETED VISA APPLICATION FORM

From the Embassy or the website of the Ministry for Foreign Affairs of Finland

<http://formin.finland.fi/public/download.aspx?ID=54708&GUID={EF0FE5A2-1CA0-4143-8E7A-EC20D3C0DA3F}>

2. ONE PASSPORT SIZED COLOR PHOTOGRAPH. The photograph size must be 36 x 47 mm, the face and shoulders must face the camera directly and the facial expression must be neutral. (Not older than 6 months.)

3. A. VALID PASSPORT OR OTHER ACCEPTABLE TRAVEL DOCUMENT valid for at least three (3) months following the journey and not older than ten (10) years. The travel document must contain sufficient, and at least two, blank pages. (From the family members of EEA citizens also the original passport of that family member and the original marriage certificate and/or child's/children's/dependant(s)' original birth certificate/s).

3. B. Copy of the information page of the passport or travel document and copies of any pages with markings on them, e.g. previous visas, arrival and departure stamps etc.

4. VALID CYPRUS RESIDENCE PERMIT. Must be valid at least 3 months after the planned journey. (From the family members of EEA citizens also the residence permit of that family member unless the family member is Cypriot.)

5. A. CONFIRMED HOTEL RESERVATION or a proof of other accommodation

5. B. INVITATION LETTER & COPY OF THE ID/PASSPORT OF THE INVITING PERSON

The inviting person must send you an informal, signed & dated invitation, including contact information of the inviting person, your relation to inviting person, the purpose of invitation and the details concerning your planned stay (e.g. duration and destination/s of your journey, will the reference person accommodate you for the whole period of your stay, who is paying for the expenses of the stay, date of departure from Finland/Sweden etc.). Also copy of the inviting person's ID/passport is required as well as residence permit if s/he is not Finnish/Swedish citizen.

6. FLIGHT ITINERARY must be presented at the time of the application. However, only if the visa is granted, paid return tickets must be presented when collecting the visa. PLEASE NOTE: The applicant assumes all risk regarding the purchase of tickets or travel related commitments/expenses made by the applicant before the visa has been granted.

7. VALID TRAVEL INSURANCE covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR. (Not required from the family members of EU citizens travelling together of joining the family member)

8. PROOF OF FUNDS TO SUPPORT THE TRAVEL; e.g. bank statement (minimum last 3 months*). Bank statements provided cannot be more than 5 days old. The statement should bear the applicant's name and address.

* Students: minimum 6 months bank statement is required

* Employees: bank statement from minimum 3 months and payslips from last 3 months

* Entrepreneurs personal bank statement min. 3 months and company's bank statement min. 6 months + company's registration certificate.

9. A. CONTRACT OF EMPLOYMENT + HOLIDAY LETTER FROM THE EMPLOYER (signed and dated) or

9. B. REGISTRATION AND HOLIDAY LETTER FROM SCHOOL/UNIVERSITY/COLLEGE + EXAM TRANSCRIPTS AND IF APPLICABLE PREVIOUS COMPLETED DIPLOMAS (FROM CYPRUS)

10. FOR MINOR'S APPLICATION

- The minor must be present in person when submitting a visa application.
- The child's guardians have to give their written consent to the visa application regardless with whom the child plans to travel. If both guardians cannot be present written consent from the absent guardian should be presented together with a copy of the absentee's passport or ID card. Single parent must prove sole guardianship.
- Child's birth certificate (if not in Greek, English, Finnish or Swedish, official translation must be presented with the original document).
- Guardians / parents passports and Cyprus residence permits.
- Declaration of parent's income; work certificates, salary payment slips for the past 3 months
- Certificate of school registration and attendance when applicable.

11. VISA APPLICATION FEE ** €60

Fees must be paid either by **credit card** at the time of the application **or** directly to the **Embassy of Finland's bank account: 357005897756, IBAN: CY15002001950000357005897756, SWIFT: BCYPCY2N.**

Name of the applicant must appear on the bank transfer receipt.

The fee is NON-REFUNDABLE if the visa application is withdrawn or the visa is refused.

**** holders of the following passports: Albania, Azerbaidžan, Bosnia-Herzegovina, Macedonia (FYROM), Moldova, Montenegro, Russian Federation, Serbia, Ukraine, Armenia and Georgia €35. Children 6-11 years old €35.**

No fee:

- Family members of Finnish and Swedish citizens
- Family members of EU citizens when travelling together or joining the family member at the Schengen area
- Children under the age of six years
- Schoolchildren, students in higher education, research students and their accompanying teachers – on condition that the purpose of the trip is studies or education
- Researchers – on condition that the purpose of the trip is scientific research
- Up to 25 years old members of non-profit organizations participating in seminars, conferences or educational-, cultural- or sport events organized by the non-profit organization.

NOTE:

All documents must be submitted in original and one copy of each, so that the visa officer can see the originals but keep the copy. Documents will not be returned to the applicant after the processing of the visa application (except the passport), so don't give your only original, if you don't have a copy.

In some cases, further documentation may be requested.

The visa process takes approximately fifteen days.

THE AIRPORT AUTHORITIES MAY ASK FOR THE SAME DOCUMENTATION SO IT IS ADVISABLE TO HAVE ABOVE MENTIONED DOCUMENTS WITH YOU WHEN TRAVELLING.

Visa applications can be submitted on Tuesdays, Wednesdays and Fridays at 9 – 12:00hrs. We announce any exceptions on customer service hours at our home page: <https://finlandabroad.fi/cyprus>

For more information: <https://finlandabroad.fi/web/cyp/how-to-apply-for-a-visa>; tel. 22 45 80 20.