

FINLAND BUSINESS / SHORT - TERM STUDENT VISA

| Documents | Particulars |
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| Passports | <ul style="list-style-type: none"> * Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any |
| Photographs | <ul style="list-style-type: none"> * 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm |
| Covering Letter | <ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to The Visa officer, Embassy of Finland * The Covering Letter should brief the purpose of travel and business relation with the Finland business partner. * Covering Letter has to be on the company letterhead for officials / sponsored applicants |
| Bank Statements | <ul style="list-style-type: none"> * Original 6 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred) |
| IT Returns | <ul style="list-style-type: none"> * Latest 3 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company |
| Itinerary / Air tickets | <ul style="list-style-type: none"> * Return airtickets with all internal flight / train tickets if any * Day wise itinerary |
| Purpose of Travel / Accommodation | <ul style="list-style-type: none"> * Invitation letter from the Finland Business partner * Hotel reservation in Finland and other EU Member State in case of onward travel * Covering Letter from the company with applicant's details, duration and purpose of stay and nature of expenses being covered. * Students: a proof of enrolment from the institute * Students : Letter from institution if going on exchange visit, proof of payment of fees and hostel or other accommodation |
| Supporting Credentials | <p>Businessmen:</p> <ul style="list-style-type: none"> * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed * NOC from other partners or Directors in case of partnership * A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional) <p>Employees:</p> <ul style="list-style-type: none"> * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) <p>Students:</p> <ul style="list-style-type: none"> * Leave sanction letter from the educational institution (for travel during working days) * Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) <p>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</p> <ul style="list-style-type: none"> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) <p>Children travelling and unaccompanied by both the parents / either parent</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents <p>Travellers unaccompanied by spouses/partners</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <p>Additional supporting documents if available</p> <ul style="list-style-type: none"> * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA |
| Travel Insurance | <ul style="list-style-type: none"> * Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000 |
| Disclaimers | <ul style="list-style-type: none"> * The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission |

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