Tourism

⚠ Missing documents may negatively affect the visa decision.	For official use only

☐ Yes ☐ No **Visa application form with a photograph** ☐ Pending

Schengen visa application form shall be duly completed, dated and signed by the applicant. Please check the visa application photo requirements on the website https://www2023.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf.

☐ Yes ☐ No **Travel document** ☐ Pending

- The travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages.
- Copy of passport

☐ Yes ☐ No **Travel medical insurance** ☐ Pending

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 case of sudden illness or 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.

☐ Yes ☐ No **Proof of itinerary** ☐ Pending

Detailed travel itinerary

Detailed travel itinerary to and from the Schengen Member State territory. If visiting several countries within one trip, a travel schedule including all the countries to be visited by air, road, rail or sea, must clearly indicate the dates of staying in each Schengen Member State.

A motivational letter

A motivational letter explaining why the applicant has chosen Finland (and other countries within the Schengen Member State territory, if applicable) as the destination. The letter should explain what made the applicant become interested in the country/ies of destination(s), and what the applicant is hoping to see or do there.

☐ Yes ☐ No **Proof of accommodation** ☐ Pending

Proof of accommodation reservation(s). Reservations must be presented for the entire duration of the trip within the Schengen Member State territory.

☐ Yes ☐ No **Proof of employment** ☐ Pending

- If the applicant is employed, he/she should attach a recent letter from the employer. The letter must state the employee's name, their position, their length of service and nature of service (permanent/contractual work). The letter must indicate that the employer is aware that the employee will be taking leave on the said dates and that the employee will resume his/her duties upon return. The letter must be written on a company letter head and must have date of issue, address, telephone number and position of signatory.

For unemployment:
Letter explaining the duration of unemployment and sources of income or any assets the applicant may have. If applicant receives social grants, a copy of the SASSA membership card.

Self-employed should present the following documents:
1) Registration document with CIPC, Health Professions Council of South Africa or other applicable authority. 2) Registration with the South African Revenue Service (SARS). 3) On top of three months' personal bank statements, three months' bank statements from a business account are always required (when there is a business account).

☐ Yes ☐ No **Proof of studies** ☐ Pending

Proof of studies letter for students. Students must present a recent, official and signed letter from the school, college or university, stating the date of issue, the name of the applicant and the type of studies or the name of the courses the student is enrolled in according to the institute's records.

☐ Yes ☐ No **Proof of financial means** ☐ Pending

Proof of funds: last three months bank statements of a South African bank account. Statements should be drawn from a current account that reflect the salary the applicant is getting.
NB: A private person may not be sponsored by another private person. The applicant's financial statements are required in full.

If the applicant is a minor, three months' current bank statements from a sponsoring parent/legal guardian are required together with a proof of employment letter for the sponsoring parent. If the legal guardian/parent is self-employed, please see above for the required documents.

☐ Yes ☐ No **Documents for third country citizens** ☐ Pending

If applicant is not South African by nationality: Applicant must have a valid long-term South African residence permit/visa for non-South African nationals residing in South Africa. The original permit must be shown at the Visa Application Centre and the original permit will be sent to the Embassy for the period of the processing. If the permit is in an expired/old passport, the old passport must be shown at the Visa Application Centre and must also be attached to the visa application set where it will be sent to the Embassy for the period of the processing. The Embassy of Finland will return the original permits together with the valid passport to the applicant once the processing of the application is ready. The South African residence permit/visa will have to be valid for at least for another three months after the intended return date from the territory of the Schengen Member States.

Please note that a 30-day visitor's visa will not entitle a non-South African to lodge a visa application in South Africa. Citizens of Lesotho are also allowed to apply without a long-term SA permit/visa if they reside in the country of their nationality and not in South Africa.

☐ Yes ☐ No **Birth certificate** ☐ Pending

A full birth certificate disclosing the names of (both) parents must always be presented. The applicant's guardian must bring the original birth certificate to the VAC and attach a certified copy to the application set. Certification must be done at the South African Police Service or at a Commissioner of Oaths. A certified copy of the parents' ID (legal guardians' ID) is required.

If the minor only has one legal guardian, a certified court document in English - or a certified translation into English - must be provided, proving sole custody of the legal guardian. If one or more legal guardian(s) are deceased, a certified copy of the death certificate is required.

☐ Yes ☐ No **Documents when parent(s)/guardian(s) not travelling together with the child** ☐ Pending

If one or more of the minor's legal guardians are not accompanying the minor, a sworn affidavit authorizing the minor's travel must be done by each legal guardian who is not travelling with the minor. Sworn affidavits can be done either at the South African Police Service or at a Commissioner of Oaths. A certified copy of the said legal guardians' IDs must be attached together with the sworn affidavits.

☐ Yes ☐ No **Request for visa revocation** ☐ Pending

Request for visa revocation is added at the Visa Application Centre, if needed.

☐ Yes ☐ No **Other submission documents** ☐ Pending

Other submission documents are added at the Visa Application Centre, if needed.

Signatures

I have understood that I (or my authorised representative) have to submit the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.

Signature of the applicant / representative of the applicant

For official use only (at the Visa Application Centre)

☐ I have understood that I have to submit the above-mentioned missing documents to the Visa Application Centre by the date ..... If I do not submit the documents by the date mentioned above, I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.

☐ I do not intend to submit the above-mentioned missing documents to the Visa Application Centre. I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.

Signature of the applicant / representative of the applicant

Signature of the submission officer