

△ Missing documents may negatively affect the visa decision.	For official use only
☐ Yes ☐ No Visa application form with a photograph 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://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf .	☐ Pending
☐ Yes ☐ No Travel document - 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	☐ Pending
☐ Yes ☐ No Travel medical insurance 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.	☐ Pending
☐ Yes ☐ No Transport reservations Flight reservation(s) on the applicant's name.	☐ Pending
☐ Yes ☐ No Invitation letter Invitation letter from the company or business partner in Finland/in the Schengen Member State territory. If the trip includes visits to several countries within the Schengen Member State territory, all countries to be visited must be mentioned in the invitation. NB: The invitation should motivate the need for a multiple entry Schengen visa, if it's foreseeable that the applicant will have more business visits to the Schengen Member States.	☐ Pending
☐ Yes ☐ No Proof of accommodation Proof of accommodation reservation(s).	☐ Pending
☐ Yes ☐ No Proof of employment - 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 include the purpose and duration of the business trip visa that is being applied for, as well as the reason for the need for a multiple entry Schengen visa for future travel, if applicable. The letter must be written on a company letter head and must have date of issue, address, telephone number and position of signatory. If the applicant is financially supported by the employer, this must be clearly mentioned in the letter of employment. 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).	☐ Pending
☐ Yes ☐ No Proof of studies 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.	☐ Pending
☐ Yes ☐ No Proof of financial means 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 statements are required in full.	☐ Pending
☐ Yes ☐ No Documents for third country citizens 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	☐ Pending
☐ Yes ☐ No Request for visa revocation Request for visa revocation is added at the Visa Application Centre, if needed.	☐ Pending
☐ Yes ☐ No Other submission documents Other submission documents are added at the Visa Application Centre, if needed.	☐ Pending

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

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- ☐ 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