



## PASSPORT AND VISA SERVICES

TEL: 031 564 8222      FAX: 086 756 3166

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### REQUIREMENT:

The application form must be signed, and all questions on the application form must be answered. Also one recent passport-size **colour photograph** must be attached.

Please make sure that Your passport is valid three months after the end of the journey and that there is at least two unused pages left in the passport. The following documentation must be attached to support Your application:

- proof of the **travel insurance** for the entire journey. The insurance must be valid in all Schengen countries and cover possible medical costs up to 30 000 EUR. **One page** insurance policy must show the following details: *policy number, name of insured person, dates of cover, and full details of medical coverage.*
- **Proof of sufficient funds** (EUR 50/day) for duration of the stay should be ONE of the following:
  - 3 month bank statement
  - tax receipt of foreign exchange purchased bearing applicant's name
  - a recent credit card statement
  - in case of a business trip the proof of sufficient funds can also be mentioned on the employment letter or in the invitation letter depending who will be taking care of the costs
- **flight itinerary.** In order to decide which country is responsible for the issuance of visa, the itinerary must show the duration of each stay in each of the Schengen countries as well as the return date to South Africa.
- a proof of an **accommodation.** If private accommodation is used, it must be confirmed in the invitation letter.

- **signed invitation letter** from Finland (if applicable). If private, hosts passport copy must be included.
- supporting **letter from employer** (if the applicant is employed). In the case of students a letter from the school / university is needed.
- **If the applicant is under 18:** certified parental consent and unabridged birth certificate are needed. If the child travels with only one parent, the other parent must produce the notarized consent. If only one parent has guardianship of the minor, the court documents stating so must be presented. Death certificate should accompany application if one of the parents has died.