

Instructions for Application Submission/ Processing/Collection

a. Visa Application Submission

Applications can be submitted Monday—Friday in the morning at 0900–1200 hrs. You do not have to make an appointment. The Embassy is closed for certain Indian and Finnish holidays. Please see our List of Holidays for more information.

Applying through post

Make sure that you have filled the application form correctly and attached all required documents with the application. It is recommended to send the application to the Embassy by express/registered mail only.

Note:

- **Incomplete application due to any missing relevant document will not be processed and there could be delay than usual processing time.**
- **The Embassy will not be held liable or answerable for the loss of any documents in transit/post.**

b. Processing Time

The processing will begin after the applicant has submitted all required documents to the Embassy. A visa can be applied 8 weeks before the trip at the earliest, and it is advisable to

apply no later than 4 weeks in advance. Processing time may differ from what is stated below.

- **Finnish Nationals:** 3–4 working days (From the date of submission of application at the counter of the Embassy) 3–4 weeks (for applications submitted by post)
- **Other than Finnish Nationals:** At least one week

c. Visa Collection

Ready visas can be collected in the afternoon at 1500–1630 hrs on the day given by the Embassy.

Applicants who wish to receive their Passport by post may either send a self-addressed stamped envelope for dispatch of Passport or pay the requisite postage fee to Embassy's bank account and share the receipt of transfer of payment with the Embassy. The postage fee is **€ 14**. If more than one passport is to be sent back in one envelope, please write the name of each passport holder on the backside of the envelope.