

SCHENGEN VISA TO SWEDEN

TOURIST IN SWEDEN/AIRPORT TRANSIT

NAME OF APPLICANT: _____ DATE: _____
(First Name and Surname in block letters only) (dd/mm/yy)

CHECKLIST

The following documents are required and should be submitted to the VFS Global Centre or to the Embassy in English or Swedish on the day of application. Vietnamese documentation shall be accompanied by a translation in English by an authorized translation bureau and legalized. Arrange your documents according to the list.

Please note that staff at the VFS Global Centre/Embassy **cannot** assist with translation or completion of forms.

- ☐ **Schengen Visa Application Form** – must be completed and signed by the applicant
- ☐ One recent color photograph is compulsory for children between the age of 0-12 years and if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused
- ☐ **Original passport** – valid for 3 months after departure from the Schengen country and must have at least 2 unused pages. Must have been issued during the past ten years. If your visa is approved, the visa will be affixed on the available page(s). **A copy of your passport must be attached to your application**
- ☐ **Previous passports and past visa stamps to the Schengen countries (if any)** – a copy of your previous passport(s) must be attached to your application
- ☐ **Application fee**
- ☐ **Copy of birth certificate**
- ☐ **Copy of household registration**
- ☐ **Original Certificate of Employment or equivalent (if applicable)**– stating position, length of employment, last three payslips, and statement from the employer that the applicant is granted leave
- ☐ **Company Owner or Self Employed (if applicable)** – present a copy of your company registration, and tax returns of the company from the last 3 months
- ☐ **Student (if applicable)** – certification of enrolment from school. If applicant is travelling during a school holiday, a certificate of enrolment is to be submitted to prove that the applicant is enrolled for the next school year/semester
- ☐ **Retired (if applicable)** – Pension statements
- ☐ **Proof of sufficient funds for the entire visit (if applicable)** – copy of bank statement for the past 3 months. Sweden requires you to have SEK 450 per day per person.
- ☐ **Remittances, credit cards, regular incomes generated by property if available**
- ☐ **Copy of Hotel Reservation (applicants are not advised to confirm your hotel reservation until a visa has been granted)**
- ☐ **Copy of Roundtrip Airline Ticket Reservation (applicants are not advised to buy the flight ticket until a visa has been granted)** – note that your visa will be issued according to your airline ticket reservation if granted
- ☐ **Copy of Paid Travel Medical Insurance** – should be valid for all Schengen states and cover the entire period of your intended stay or transit. The minimum coverage shall be EUR 30,000
- ☐ **A detailed travel plan**
- ☐ **Copy of Marriage Certificate (if applicable)**

AIRPORT TRANSIT

- ☐ Visa or other entry permit for the third country of destination
- ☐ Continuation flight tickets to show proof of carrying out the onward journey

MINOR UNDER THE AGE OF 18

- ☐ Copy of the Birth Certificate of the child
- ☐ Copy passport of both parents
- ☐ **Proof of Custody** – if the applicant is under the sole custody of one parent only, letter showing custody is required. The document needs to be in original and issued by the legal Vietnamese authorities.
- ☐ **Original Letter of Parental Consent** – written and signed by the both parents for the child to apply and obtain a Schengen visa. If the child is travelling with a third party, both parents must state their consent in this letter
- ☐ **If travelling with one of your parents** – a letter of consent signed from the other parent with a copy of their valid ID card/passport
- ☐ Copy of household registration
- ☐ Letter from school showing that the child can be absent for the requested period
- ☐ Copy of the Death Certificate (if applicable) – if the other parent has deceased

* The Embassy reserves itself the right to ask for supplementary documents if needed.

☐

I decided to submit my application even though there are lacking documents.
I am also aware that there is a risk in my visa application being rejected

(Signature of applicant and date)

PROCESSING TIME

All applicants must submit their visa application and have their fingerprints captured in person.

1. If you apply at the VFS Global Center, the processing time is within 15 days depending on the total number of applications submitted per day. The processing time may take longer in some cases.

For further information, please visit their website <http://www.vfsglobal.se/vietnam>
or email info.sevn@vfshelpline.com

Contact number

Ho chi Minh City: 0084-28-39390891

Hanoi: 0084-24-39729449

IMPORTANT ADVISORY

- *For minor under the age of 18, either the parents or the custodian must be present during time of application. If not, a power of attorney must be given from the parents/custodian to a third party stating the purpose required*
- All documents from Sweden must be sent directly to the applicant not to the Embassy
- A written explanation letter should be provided if you cannot submit some of the required documents
- Please do not staple or glue any documents together