

According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy does not need to make further investigation into an application if the documentation is not sufficient. **All supporting documents have to be in A4 size paper.**

Srl No.	To be submitted when travelling for journeys undertaken for political, scientific, cultural, sports or religious events or other reasons	Yes	No	Original returned to applicant/date	Note
01	I acknowledge the visa regulations.				
02	Completed and signed application form no. 119031, 'Application for Schengen Visa'.				
03	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.				
04	All previous passports. (Color photocopy of bio-page of recent passport and all Schengen visas)				
05	One passport size color photograph (35 mm x 45 mm) full faces, light background, no older than six months.				
06	Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Sweden.				
07	Letter from present employer/owner, stating purpose of the visit.				
08	Health and Travel Insurance for Schengen (Original & Photocopy).				
09	Proof of financial means in the country of residence;				
10	Personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.				
11	Documents related to the itinerary: (i) Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip; (ii) In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.				
12	Documents related to civil status: (i) Marriage certificate (married applicants); (ii) Divorce certificate "talak namah" (divorced applicants); (iii) Death certificate, (widows or widowers); (iv) Birth certificate (children).				
13	If minor: (i) Consent of parents or custodian if both parents are not travelling together; (ii) Photocopy of passport of parents or legal guardian; (iii) Proof of economic means of parents or legal guardian (refer to point 1.); (iv) Original birth certificate of the minor issued by responsible authority.				

14	Invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit;				
15	Entry ticket or pass for events for which these are normally issued;				
16	Enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;				
17	Hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation;				
18	Payment of the registration fees when applicable;				
19	Sponsorship letter when applicable;				
20	If available any information confirming that the applicant has a specific background for undertaking the travel for these reasons;				
21	Where relevant, proof of enrolment for a (short) course in the Member State of destination.				

Note: 1. If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.

2. Please note that you might be called for an Interview if desired by the Embassy of Sweden, Dhaka.

3. The Visa fee is non-refundable according to Schengen regulation.

REMARKS:

Applicant Name:

Signature/date:

VFS Staff Name:

Signature/date: