

According to the 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.**

Sl No.	To be submitted when travelling for the purpose of Tourism/Visiting Family or Friends/Family members of an EU/EEA citizen	Yes	No	Original return 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 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 statement, 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 onwards 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	<b>If minor:</b> (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	<b>If Visiting Family or Friends:</b> Proof of sponsorship including proof of family/ties with sponsor, letter of invitation, specific countries may request additional supporting documentation, (see list of country websites for details)				
15	Hotel confirmation or hotel voucher for the whole duration of the stay, or other documents proving accommodation.				

16	If employed by a company in Bangladesh: Certificate of employment mentioning: (i)Address, telephone and fax number of the company (ii)Name and position in the company of the countersigning officer (iii)Name of applicant and position, salary and number of years of service				
17	<b>If self-employed:</b> (i)trade license issued by the City Corporation and Incorporation certificate issued by Office of Registrar of Joint Stock Company, if applicable (ii)Tin certificate (iii)Company Bank statement for Six months.				
18	<b>If Student:</b> (i)Proof of enrolment in educational establishment in Bangladesh (ii)Certificate of leave of absence if traveling during school year. The Certificate should mention full address, telephone number, permission of absence, name and function of the person granting permission. (iii) If school trips, letter of the school mentioning the purpose, the duration and the destination.				
19	<b>If travelling with spouse and/ or children:</b> Marriage certificate issued by a responsible authority.				
20	<b>Family members of an EU/EEA citizen:</b> (i)There is an EU citizen from whom the visa applicant can derive any rights. (ii)The visa applicant is a Family member (e.g.: a marriage certificate, birth certificate, proof of dependency, durability of partnership) and his identity (passport). (iii)The visa applicant accompanies or joins an EU citizen (e.g: a proof that the EU citizen already resides in the host Member State).				
21	Non Bangladeshi applicants who have valid residence status in Bangladesh: (i)Bangladeshi Residence Permit valid for at least three months beyond the intended date of departure from the Schengen territory of the member states. (ii)Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation. (iii) Documentation about activity upon return in Bangladesh e.g. work contract or proof of enrollment in a university or school.				

**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:

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**Applicant Name:** .....

**Signature/Date:** .....

**VFS Staff Name:** .....

**Signature / Date:** .....