



**SARAJEVO, BOSNIA AND HERCEGOVINA – SWEDEN**

**HARMONIZED LIST OF REQUIRED DOCUMENTS FOR A SCHENGEN VISA**

Name: _____ Passport number: _____ Purpose of visit: _____		Contact No: _____ E-mail: _____		
REQUIRED DOCUMENTS		YES	NO	REMARKS
1.	<b>Completed, dates and signed Schengen visa application form</b>			
2.	<b>Documents from the person inviting:</b>			
	- Invitation letter from Sweden – Inbjudan			
	▪ dated and signed by the invitee			
	▪ specifying the purpose and the exact dates of the trip			
	▪ details of the inviting and the invited person			
	- Civic registration (Personbevis). Such a document for the purpose of an invitation may be ordered from the Swedish Tax Agency.			
	- Copy of the ID document of the person inviting			
	- Means of support – if the person inviting covers the expenses;			
	▪ the last 3 salary slips or			
	▪ bank account statements on the account turnover of the last 3 months			
3.	<b>Civil status certificates (not older than 6 months)</b>			
	- birth certificate			
	- marriage certificate (when applicable)			
	- death certificate (for widows/widowers)			
4.	<b>For employed:</b>			
	- Copy of employment contract			
	- Approval of leave from work with the exact dates of travel			
	- Bank statement for the last 6 months of salary			
	- Certificate from the pension fund <a href="http://www.fzmiopio.ba">www.fzmiopio.ba</a>			
5.	<b>For business owners:</b>			
	- Certificate of business registration			
	- Proof of paid taxes			
6.	<b>Students</b>			
	- Letter of enrolment and index			
	- Certificate of exams and registration			
7.	<b>Retired person</b>			



	- Certificate or booklet for pension or bank statement			
8.	<b>Minors (both parents must be present)</b> If minor travels alone or only with one parent or legal guardian:			
	- Birth certificate of the minor.			
	- Notarised consent from the holders of the parental authority (both parents) or of the legal guardian given in authenticated form (notarised).			
	- Copy of the passports/ID of the parents/legal guardians passports/ID.			
	If minor travels with both parents or legal guardians:			
	- Birth certificate of the minor and copy of the passports of the parent(s) or legal guardian.			
	- If one of the parents/guardians is already in possession of a valid Schengen visa: clear colour copy of the valid Schengen visa and travel itinerary with the names of all travellers.			
	- If one of the parents/legal guardians does not require a Schengen visa: colour copy of the holder page of the said passport and travel itinerary with the names of all travellers.			
	- If one of the parents/legal guardians has passed or one of the parents/legal guardians has sole custody: photocopy of death certificate of the deceased or judicial verdict of the custody.			
9.	<b>Tourism</b> - Hotel reservation - Ticket reservation - Itinerary			
10.	<b>If you travel for a business visit:</b> - Invitation letter from Sweden			
11	<b>Travel insurance</b> - Travel insurance issued by the companies in the country residing - valid for the entire period of the trip (number of days and date) and valid for Schengen - containing a minimum coverage of 30.000 € for urgent medical treatment and repatriation			
12.	<b>If you are not from Bosnia and Hercegovina – non nationals</b>			
	- Copy of the residence permit in BiH			
13.	<b>Copy of passport</b> - Information page			
	- All previous Schengen visas			
	- Pages with arrival and departure stamps from Schengen countries.			

**Information for the applicant on terms and conditions:**

- The application must be submitted **15 calendar days before the start of the intended visit.** Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may



be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary.

**Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!**

- All submitted documents must be in English or in Swedish.
- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.

**Declaration – Applicant and VFS staff to sign (please tick relevant section)**

Applicant's documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant.
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.
3. Name & Signature of the Submission officer at VFS:

\_\_\_\_\_

**I (name of applicant in box letters), \_\_\_\_\_, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.**