

SCHENGEN VISA TO SWEDEN PURPOSE – PRIVATE VISIT

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

REQUIRED DOCUMENTS

- 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 area and must have at least 2 unused pages. If your visa is approved, the visa will be affixed on the available page(s).
- Photocopy of original passport - biodata page must be attached to your application**
- Photocopy of previous passports and past visa stamps to the Schengen countries (if any)**
- Application fee**
- Photocopy of Paid Travel Medical Insurance** – should be valid for all Schengen states and cover the entire period of your intended stay or transit. It should cover the cost of emergency treatment and transport home from medical reasons. The minimum coverage shall be EUR 30,000.

GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- Proof of financial means (one or more of the following documents)**
 - Recent personal bank statement or balance over the last three months
 - International credit card with a photocopy of the applicant's bank statements associated to that credit card.
- Proof of socio-economic situation (one or more of the following documents)**
 - Job letter indicating the duration of recruitment, responsibility and salary
 - Copy of labour contract
 - Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.
- Plane ticket** - copy of the flight reservation and travel itinerary
- Evidence of travel itineraries if visit in several Member States are planned.** Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans.

Minors (person under 18 travelling alone or with only one parent)

- An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or
- the parents/legal guardians may lodge the application and authorisation in person;
- the minor's birth certificate (photocopy).

ADDITIONAL DOCUMENTS FOR VISIT – PRIVATE VISIT

- In case of stay at a private address of family or a friend** - written and signed invitation.
- Proof of sponsorship**, accommodation commitment from the host and/or private accommodation by means of an official national form,

*Applicants who have left their fingerprints **after 2014** can submit their application through a third party via power of attorney without being present at the VFS in person **only if the applicant is certain and is able to provide a copy of previous Schengen visa sticker and has left their fingerprints within the last 59 months (after 2014)**. The following documents are required for submission together with the documents stated on this checklist.*

Minor under 18 years old - only under special circumstance where applicant is not required to show up in person, application can be submitted through a third party with completed and signed power of attorney from the applicant's legal custodian in Swedish/English stating the purpose required. Copy of ID must be provided from the third party together with power of attorney. This only applies to minors who were already above 12 years old when they left their fingerprints for a Schengen visa application and was granted the visa.

- Previous Schengen visa sticker during the last 59 months**
 - Power of attorney in original** – completed and signed power of attorney in Swedish/English given to a third party on the applicant's behalf stating the purpose required. Copy of ID must be provided from the third party together with power of attorney
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- Only applicable if biometrics has been obtained within the last 59 months and new biometrics is submitted. VFS has informed me that it is voluntary to submit new biometrics, but I still choose to do so.
- I decided to submit my application even though there are lacking documents. If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.

(Signature of applicant and date)
Signature of legal custodian if minor is under 18 years old

PROCESSING TIME

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

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 <https://www.vfsglobal.se/Indonesia/index.html> or email info.swd@vfshelpline.com

Contact number +6221 30418707

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

FOR VFS USE ONLY

Comments from VFS officer (if any)