



# Embassy of Sweden

Amman, Jordan

## Check list for Schengen visa applications in Lebanon

Applicant's name .....

Documents	Yes	No	Remark
1 <b>Schengen visa application form with photo</b> - Printed, completed and signed by each applicant - Children under the age of 18 (minors), both parents/legal guardians must sign the application form			
2 <b>Original passport/Travel document</b> - Minimum 2 blank pages, valid at least 3 months after planned departure from Schengen Area, contains a signature of the passport holder, copies of previous visas			
3 <b>For non-Lebanese nationals residing in Lebanon</b> - residence permit valid at least three (3) months after anticipated date of return to Lebanon, - work permit valid for at least three (3) months after anticipated date of return, if applicable.			
4 Health insurance			
5 Airline ticket			
6 <b>Proof of financial means</b> Proof of personal assets or means of subsistence, such as - bank account statements with official stamp from the bank, showing movements of the past six months period, with bank information on the means and conditions to withdraw money from the account (i.e. terms and conditions of the account, sometimes included in the bank statements), or - credit card with account statements of the last six months, or - proof of income of real estate property.			
7 <b>Proof of occupation</b> - <b>Employees:</b> - employment letter, specifying the date of recruitment, job position in the company, salary level and absence permission, - last three payment slips, and - registration with CNS (National Social Security Fund). <b>Company owners:</b> - company statutes (copy), - business registration (copy), and - company bank statements for the last three months or tax statements for the company. <b>Self-employed persons:</b> - syndicate card or letter, - tax statements, and proof of current business activities (order, contracts, etc.). <b>Retired persons:</b> Proof of pension <b>Pupils/students:</b> - proof for university or institution enrolment and confirmation of attendance of classes, - proof of scholarship (if applicable), and - proof of source of livelihood during the study and stay period			

8	<p><b>Proof of accommodation</b></p> <ul style="list-style-type: none"> <li>- hotel reservation(s) (with proof of sufficient financial means to cover the accommodation(s) if the reservation is not prepaid or cancellable without fees before the arrival), or</li> <li>- other prepaid accommodation (vouchers by local travel agencies cannot serve as proof of prepaid other accommodation), or</li> <li>- private accommodation with proof of property, or - letter of invitation by a host, which includes the address of stay, or</li> <li>- proof of private accommodation using the form as per national legislation of the country of destination, if applicable.</li> </ul>			
9	<p><b>Extract of family register</b> (ekhraj kaid aily): original or legalised copy, either not older than six months or stamped by the competent authorities as “register up-to-date”</p>			
10	<p><b>Minors travelling with their parents</b></p> <ul style="list-style-type: none"> <li>- school certificate</li> </ul> <p><b>Minors travelling alone or with one parent only or with the legal custodian</b></p> <ul style="list-style-type: none"> <li>- birth certificate of the minor and copy of the passports of the parent(s) or legal custodian,</li> <li>- notarised consent of the non-traveling parent(s) or proof of sole custody of the traveling parent or legal custodian (unless both parents are present at the time of application), and - school registration certificate</li> </ul> <p><b>Minors travelling alone</b></p> <p>Proof of travel arrangements for the minor and financial means of the parents to cover all expenses of the journey and stay in the country of destination</p>			
<b>Supporting documents to be submitted depending on travel purpose</b>				
11	<p><b>Visiting family or friends</b></p> <ul style="list-style-type: none"> <li>- Proof of family ties of the visa applicant with the inviting person in the country of destination (extract of family register)</li> <li>-Invitation from reference in Sweden</li> <li>-Copy of referent’s passport/residence permit/ID-card</li> </ul>			
12	<p><b>Tourism</b></p> <p>Confirmation of booking of an organised trip, or</p> <ul style="list-style-type: none"> <li>- other appropriate document indicating the envisaged travel plans (such as reservation(s) and ticket(s) to attend event(s) at the destination(s)) or</li> <li>- a detailed travel plan presented in writing by the applicant</li> </ul>			
13	<p><b>Business/Official</b></p> <p><b>Information to be provided by the inviting company/organisation:</b></p> <ul style="list-style-type: none"> <li>- an official invitation, stamped and signed and containing the following information:</li> <li>- the full address of the company/organisation and name of a contact person, - nature of the business/field of expertise,</li> </ul>			

	<p>- extract of the business register in the country of destination (not applicable for public administration entities), - name and position of the countersigning officer, - purpose and duration of the visit, - person or entity, who will bear the applicant's travel and subsistence expenses, if the cost will be covered by the inviting company/organisation.</p> <p><b>Information to be provided by the sending company</b></p> <p>- for business owners: proof of current business relations such as invoices, customs documents,  - for employees travelling on behalf of the company: employment letter, specifying the purpose of the trip and person or entity, who will bear (and, if applicable, guarantee) the applicant's travel and subsistence expenses.</p>			
14	<p><b>Participation in sports or cultural events</b></p> <p><b>Original letter of invitation from the organiser of the event in the country of destination containing the following information:</b></p> <p>- name and date of the event, - detailed programme of the event, - role of the applicant in the event, - information of the entity covering the travel costs, accommodation and expenses during the trip.</p> <p><b>Letter from the institution sending the concerned applicant</b></p> <p>- a document proving the applicants' membership in a national or other sport team, or - a Verbal Note from the Ministry of Sport and Youth confirming the applicant's membership in a sports association.</p>			
15	<p><b>Medical treatment</b></p> <p>a) Official letter by medical institution or physician in the country of destination containing the following information: - Confirmation of the date and location of the appointment, - name and phone number of contact person in the medical institution able to provide information on the applicant, - type and duration of treatment to be provided, - estimated costs of treatment to be provided.</p> <p>b) Statement by a medical institution or physician in Lebanon stating the kind of medical treatment or examination needed, justifying the reason(s) for the treatment in the country of destination,</p> <p>c) Confirmation of advance payment for the medical treatment or any other proof of financial arrangements made.</p>			
16	<p><b>Airport transit</b></p> <p>- Valid entry permit, e.g. visa for the country of next or final destination,  - Proof of arrangements made for onward journey, such as copy of onward ticket or reservation, and plausible explanation of itinerary</p>			