Embassy of Sweden

2024-07-24

	SHORT STAY VISA GENERAL CHECKLIST	YES	NO	REMARK
	Harmonised Schengen Visa Application Form filled in completely and signed by the applicant.			
	Original passport: • Validity shall extend at least three months after the intended date of departure from the territory of the Member States. • It shall contain at least two blank pages. • It shall have been issued within the previous 10 years. • Clear photocopy of biodata page in passport.			
	Receipt of visa fee payment unless exempted.			
	Applicant have submitted fingerprints as part of an earlier application which has been entered in the VIS within the last 59 months and is therefore exempted from providing new fingerprints.			
	1 color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or 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.			
	Individual travel medical insurance valid throughout the territory of the Member States and cover the entire period of your intended stay or transit. The minimum coverage of costs of at least EUR 30 000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.			
	Copy of flight ticket or flight reservation including return flight.			
	Valid residence permit in any of the countries within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States.			
	Certified bank statement (covering the last three months) including bank account movements and final balance.			
	For employees: employment contract or certificate of employment and pay slips of the last three months. For company owners: copy of company registration in the Companies Registration Office, bank statement(s) for the company including bank account movements covering the last 3 months. For students: proof of financial solvency of parents or proof of sufficient funds for entire stay. For retired persons: pension payment for the last three months.			
	Proof of accommodation or proof of sufficient financial means to cover accommodation expenses.			

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	ADDITIONAL DOCUMENTS REQUIRED FOR OFFICIAL VISIT			
	Note Verbale issued by your Ministry for Foreign Affairs confirming that you are a member of an official delegation or on an official mission to a Member State.			
	Signed invitation letter or confirmation of registration from the host organization if you are going for official purpose. The invitation must contain the following information: - personal data - reason for the visit to the Member State of destination - period of intended stay in the Member State - contact details to the inviter.			
	ADDITIONAL DOCUMENTS REQUIRED FOR BUSINESS/CONFERENCE			
	Written invitation from the inviting party containing the following information: - the name and address of the inviting party - the name and position of the person signing the invitation - the registration number of the inviting party - detailed information on the purpose of the visit - personal data of the invitee - the reason for visit to the Member State of destination and expected duration of stay - date and contact details			
	If attending a conference which requires prior registration, proof of registration and receipt for registration fee.			
	ADDITIONAL DOCUMENTS REQUIRED FOR VISITING FAMILY OR FRIENDS			
	Invitation letter containing the following information: - the length of the stay - details on the relation between the inviting person and the applicant - the inviting person's ID number and personal identification code in the Member State concerned - date and signature.			
	ADDITIONAL DOCUMENTS REQUIRED FOR SPORTS OR CULTURE			
	Signed letter of invitation. The invitation must contain the following information: - personal data - the name and date(s) of the event in the Member State - if the event organisers will cover any expenses - date and contact details.			

	If part of a group or representing an organisation, a dated and signed letter from the group leader or organisation is required, which needs to state the following: - personal data - if any specific function within the group/organisation - purpose of the visit - the name of the responsible person or organisation for the financial support during the period in the Schengen Area.			
	Confirmation of participation in the sports event from the relevant sports federation.			
	If attending a sport event which requires prior registration, proof of registration and receipt for registration fee.			
	ADDITIONAL DOCUMENTS REQUIRED FOR STUDY AND RESEARCH			
	Letter of acceptance from the Member State´s educational institution. The letter must contain the following information: - the applicant's personal data - indications of the course that the applicant has been admitted to/what research work to be done - course/research duration - information about the language in which the study program /courses will be held/taught - who will be responsible for supporting the applicant financially during the stay in the Member State - date and contact details from the Member State´s educational institution.			
	Signed letter from your educational institution in your country containing: - your personal data - name of institution - contact details - course enrollment and number of years at institution.			
	ADDITIONAL DOCUMENTS REQUIRED FOR TOURISM			
	The hotel booking or proof of accommodation and detailed travel itinerary.			
	ADDITIONAL DOCUMENTS REQUIRED FOR MEDICAL REASONS			
	Official document from the receiving medical institution containing the following information: - confirming contact with the local medical institution in your country - nature of the treatment			

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	- estimated time for recovery - the need for return visits - the cost of treatment - the mention that the patient is accepted - the indication that the treatment can be performed - the indication that the medical institution or doctor agrees with the intended method of payment.			
	Proof of sufficient financial means to pay for the medical treatment and related expenses for the stay (including accommodation, if relevant) or proof of prepayment for the treatment. Or formal commitment letter signed by the party covering the expenses of the treatment.			
	Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties, such as marriage certificate, title deeds or lease agreements.			

Information for the applicant on terms and conditions:

- The application must be submitted **15 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.

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.

Applicant signature: _____

Telephone: _____

Email: _____

Date: _____

Internal VFS

Name & Signature of the Biometric officer: _____

Name & Signature of the Data Entry officer: _____