EMBASSY OF SWEDEN

VISIT FAMILY/ FRIENDS VISA CHECKLIST

Please print out the document, **tick off** and sign below to confirm which documents you have submitted. Attach the Document Checklist to your application and **submit the application in following order**:

- All documents must be translated into English or Swedish
- A4 format copy of each of the documents and with no staples and pins.

1.	**Original current passport** and all previous passports (irrespective of their condition. In case lost - a note is required). Passport must be valid at least 3 months after the intended date of departure, issued within the previous 10 years, and containing at least two blank pages.	
2.	Applicant's passport size photo (*white background*) not older than six months (*3.5cm-4.5cm*).	
3.	**Schengen application form (119031)** duly signed.	
4.	Cover letter from applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.	
5.	Invitation letter (241011). If reference is paying for support in Sweden: • 3 months pay slips. • 3 months bank statement or pension statement. • copy of passport/ID card or residence permit. • copy of extract of the Population Register in Sweden (Personbevis). • kinship proof.	
6.	Hotel reservation / accommodation proof is requested for applicants who will not be staying with the reference.	
7.	Travel medical insurance covering at least 30,000 Euros or equivalent, valid for the entire stay in the Schengen area.	
8.	Proof of intended means of transport and itinerary. If applicable, proof of travel between Schengen countries.	
9.	Original bank statements for the last 3 months and income tax return acknowledgement for the last 2 assessment years.	
10.	Proof of sufficient means: • **if employed** – pay slips for the last 3 months, employment contract and employer's statement on approval for holidays. • **if self-employed or company owner** – certificate of registration of the company, including GST registration number and business bank account statement and proof of income tax return (barcode verifiable). • **if student** – letter from school or university at which applicant is enrolled. • **if retired** – pension statement for the last 3 months and/or proof of regular income generated by ownership of property or business. • **if sponsored** – proof of sponsorship and/or private accommodation by means of the national form of the member state concerned, if applicable (cf. the website of the member state of destination)	
11.	Copy of: • the current passport's biodata page • the last page of the passport (for Indian passports) • entry/exit stamps of the Schengen area from previous passports (if available)	

Please note that the applicant might be asked for additional documents or might be called for an interview if required by The Embassy of Sweden, New Delhi.

Important information regarding children under 18:

- If you are travelling alone: Original letter of consent signed by **both parents** or **guardians having custody**.
- If you are travelling with only one of your parents: Original letter of consent from the **other parent**.
- If the parent you are travelling with has single custody: **Copy of certificate of single custody.**

Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.

Information for the applicant on terms and condition:

- The visa fee, according to the Schengen regulations, is non-refundable.
- The application must be submitted 15 days before the start of the intended visit.
- All requirements must be completed and met when submitting the application. The Embassy will consider the application complete once it has been lodged and start processing it.
- If applicant insists to submit an incomplete application, it will affect the Embassy's decision to be negative.

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

Applicant's documents are ☐ Complete ☐ Not Complete

Remarks:

- The remarks have been made in front of the applicant.
- Applicant has been advised that failure to submit all necessary documents may result in application being refused, but applicant has chosen to proceed with the application.

_____ Name & Signature of the Submission officer

_____ Applicant's Signature

_____ Date