

BUSINESS AND CONFERENCE VISA CHECKLIST		YES	NO	NOTE
1	Application for Schengen Visa (No. 119031) attached with 1 photograph not older than six months with white background.			
2	Original and copy of passport or some other valid travel document. If passport has been extended please enclose a copy of this page & copy of the observation page (if any).			
3	Previous Passports available- irrespective of their condition (In case lost - a note is required)			
4	A personal invitation from the company, commercial organization, training or sporting, artistic or cultural event which has invited the applicant, or from the company or organization providing the work experience, with details of the purpose of the trip, guarantee for expenses (if borne by the host) and any other documents that may prove the purpose of the visit (e.g. for a business trip, invoices, business correspondence or orders proving the existence of a business relationship).			
5	For civil servants on mission, the original travel order , and for diplomatic (as per bilateral agreement between India and Sweden – Diplomatic passports are exempted from Visa), official or service passports, the original Note Verbal from the Ministry of Foreign Affairs.			
6	For conferences or training, confirmation of the applicant's enrolment and, if applicable, proof of payment of the enrolment fees.			
7	Document from employer certifying travel to Sweden and it should be signed by an authorized signatory.			
8	Proof of lodging such as hotel booking for the entire duration of the planned stay in the Schengen area.			
9	Flight reservation of a return ticket. If travelling to several Schengen States, Proof of intra- Schengen flight reservation, train itinerary or car rental.			
10	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.			
11	<u>Documentary evidence of the applicant's professional activity:</u> <u>Employees:</u> letter from employer stating monthly salary, duration of employment and approval of leave and signed by authorized signatory. <input type="checkbox"/> <u>Student:</u> letter confirming enrolment in the college /university. <input type="checkbox"/> <u>Self-Employed:</u> PAN registration and bank statements covering the last 3 months/ Company Registration proof, copy of income tax declaration for the last two assessment years. <input type="checkbox"/> <u>Retired:</u> Pension statement for the last three months or proof of regular income generated by ownership of property or business <input type="checkbox"/>			
12	Evidence of sufficient means of subsistence for the type and length of stay planned: bank statements covering the last 3 months and any other document that may provide information about the applicant's solvency.			
13	Is applicant's travel accompanied? If Yes, mention number and names of co-travelers.			

Note: Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Sweden, New Delhi. **The visa fee, according to Schengen regulation, is non-refundable.**

- **Affidavit will not be considered as a document of evidence by the Embassy of Sweden.**
- **If fail to submit above mentioned documents then your application might be refused.**

REMARKS

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :