

BUSINESS VISA CHECKLIST		YES	NO	NOTE
1	Application form to be filled in completely and signed by the applicant.			
2	One Recent (not older than six months) passport-size photograph in color with white background. (3.5cm / 4.5cm).			
3	The Passport should be valid for at least three months, beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa.			
4	Previous Passports. (<i>mention number of passports submitted</i>)			
5	A signed invitation letter from the Swedish company containing following detail: Name of the applicant invited ; Purpose of visit ; Days of the intended stay ; Dates of visit.			
6	A Covering letter from the Indian organization or company containing following details: Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature certifying that you will be visiting the Swedish company concerned ; An outline of the applicant's itinerary, purpose of visit names and addresses of the companies he/she intends to visit.			
7	Your company's registration certificate.			
8	Proof of funds for stay/ Evidence of source of Financial support such as : <i>Bank excerpts for 03 months - bearing account number / name of the applicant on every submitted page. Account number should be printed by the bank on each submitted page or otherwise online statement from the bank;</i> In case applicant is the proprietor / owner of the company, company's bank statement - <i>bearing account number / name of the applicant or company on every submitted page.</i> , company memo, partnership deed, establishment license or proprietorship etc. are required; In case of visit being sponsored by the company, sponsorship letter with full details required.			
9	Hotel reservation.			
10	Copy of flight booking.			
11	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.			
12	Medical Declaration.			
13	Two Copies of first & last page of the passport to be submitted. If passport has been extended please enclose a copy of this page & copy of the observation page (if any).			
14	For Seaman Applicant: Original & Valid Seaman Book.			

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 regulations, is non-refundable.**

REMARKS

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :