

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 (3.5cm/4.5 cm).			
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). *The Schengen states does not accept Indian handwritten passport or passport that contains a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed.			
3	Previous Passports available- irrespective of their condition (In case lost - a note is required)			
4	<b>A personal invitation</b> 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 <b>original travel order</b> , and for diplomatic (as per bilateral agreement between India and Sweden – Diplomatic passports are exempted from Visa), official or service passports, <b>the original Note Verbal from the Ministry of Foreign Affairs.</b>			
6	For conferences or training, <b>confirmation of the applicant's enrolment</b> and, if applicable, proof of <b>payment of the enrolment fees.</b>			
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	<b><u>Documentary evidence of the applicant's professional activity:</u></b> <b>Employees:</b> pay slips for the last three months, employment contract and employers statement on approval of holidays <input type="checkbox"/> <b>Student:</b> letter confirming enrolment in the college /university. <input type="checkbox"/> <b>Self-Employed:</b> PAN registration and bank statements covering the last 3 months/Company Registration proof. <input type="checkbox"/> <b>Pension:</b> Pension statement for the last three months or proof of regular income generated by ownership of property or business. <input type="checkbox"/>			
12	<b><u>Proof of financial means:</u></b> - Copy of bank statements covering the last 3 months and any other document that may provide information about the applicant's solvency. <input type="checkbox"/> - Income tax declaration for the last two assessment years. <input type="checkbox"/> - If Sponsored: Proof of Sponsorship. <input type="checkbox"/>			
13	Is applicant's travel accompanied? If Yes, mention number and names of co-travelers.			

**Note:** Applicant might be asked for additional documents or might be called for an interview if required by The Embassy of Sweden, New Delhi.

- **The visa fee, according to the Schengen regulations, is non-refundable.**
- **Affidavit will not be considered as a document of evidence by the Embassy of Sweden.**
- **In case of lack of any of the mandatory documents you have a possibility to submit the missing document/documents within 24 hours, otherwise application might be decided on the existing submitted documents.**
- **Missing document can be emailed to [visa.new-delhi@gov.se](mailto:visa.new-delhi@gov.se). Sending information via email involves a risk and there is a possibility that unauthorized persons can access your personal information.**

<b>REMARKS</b>	
----------------	--

**Applicant/Agent Name** : .....

**VFS Staff Name** : .....

**Date** : .....

**Signature:** .....

**Signature:** .....