

DOCUMENT CHECKLIST – Schengen Visa

Applicant's name: _____

This is a checklist to make sure all the documents for your visa application are ready. You must therefore refer to the detailed information on the required documents in the webpages to prepare the documents.

Put a check mark for each document you have.

<input checked="" type="checkbox"/>	DOCUMENTS	For Embassy Use
A)	<i>Application - If you have <u>NOT</u> applied online</i>	
	Completed and signed application form no. 119031, Application for Schengen Visa	
B)	<i>Passport and Residence Card of Japan - Originals are needed</i>	
	1. Passport or some other valid travel document	
	2. Residence card (alien registration card) or re-entry permit	
C)	<i>Purpose of travel – Documents for one category must be submitted</i>	
	<u><i>Business or Conference</i></u>	
	1. Invitation (in the original) from the company or organization in Sweden	
	2. Copy of your hotel booking confirmation	
	3. Guarantee letter from your employer in Japan	
	4. Others	
	<u><i>Visit relatives or friends</i></u>	
	1. Invitation from the reference person in Sweden (in the original), form no. 241011	
	2. Civic registration/ family certificate (Personbevis) of the reference person in Sweden	
	3. The reference person's pay slip, pension statement or statement of account for the past three months	
	4. Relation to Japan If you are employed: - Certificate of employment - Approval for leaves (Some kind of document that shows your leaves are approved) If you are a company owner or self-employed: - Certificate of registration of the company If you are a student: - Certificate of enrollment - Some kind of proof that you don't need to go to school during the trip If you are unemployed or housewife/husband: - Certificate of residency (Jyuminhyo)	
	5. Others	
	<u><i>Sports and cultural visit</i></u>	
	1. Invitation from whoever is organizing the event in Sweden - If the purpose is a cultural activity	
	2. Document from the national association of the sport concerned in your country of origin showing that you are active in this sport - If the purpose is a sporting activity	
	3. Copy of your hotel booking confirmation	
	4. Others	

	<u>Tourism</u>	
	1. Itinerary - detailed travel plan in chronological order and table form	
	2. Copy of your hotel booking confirmation (we advise you not to pay for accommodation before your visa has been granted)	
	3. Booking confirmation of domestic transportation in the Schengen area including Sweden if you travel around	
	4. Relation to Japan If you are employed: - Certificate of employment - Approval for leaves (Some kind of document that shows your leaves are approved) If you are a company owner or self-employed: - Certificate of registration of the company If you are a student: - Certificate of enrolment - Some kind of proof that you don't need to go to school during the trip If you are unemployed or housewife/husband: - Certificate of residency (Jyuminhyo)	
	5. Others	
D)	Flight confirmation	
	1. Copy of air ticket booking (we advise you not to pay for air tickets before your visa has been granted)	
E)	Medical travel insurance ("Kaigai Ryoko Hoken" in Japanese) – See the webpage for details on insurance requirements	
	1. Copy of certificate of medical travel insurance (€30,000 ⇄ ¥4,000,000 minimum coverage for medical expenses)	
F)	Financial proof - It is exempted if the purpose is business and the cost is paid by the company	
	1. Your actual updated bankbook (in the original)	
	2. Others	
G)	Application fee - If you have <u>NOT</u> applied online	
	1. Visa/Master Card	
H)	Return envelope - If you want your passport returned by post	
	1. Letter-pack Plus – Self-addressed	

Remarks:

- You may submit more supporting documents on your own judgement to strengthen the application. Then, put a check mark on "Others".
- The embassy might ask you to submit some additional documents as needed after checking the basic required documents.
- It is very important to submit all the required documents when visiting the embassy. If you fail to submit any of the required documents at that time, the application will be processed only with the documents that you will have brought then. That failure might lead the application to a negative decision.
- The application may however be rejected even if all the required documents on this list are submitted.
- Some more documents from the guardians will be needed for a minor's application.

Signature:

Place/Date: