



Business & Conference – Ethiopia

	Required documents for residents in Ethiopia travelling to Sweden/Norway	Check
	Application for Schengen Visa –application form completed and signed.	
	Passport: <ul style="list-style-type: none">• Original passport valid for travel to Sweden. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years.• Complete photocopies of original passport, except blank pages.• Previous passport in original if a new passport has been issued within the last year.	
	Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable).	
	Individual medical travel insurance valid in all Schengen countries for the duration of the stay, covering the costs of at least EUR 30,000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background.	
	Applicants who submitted fingerprints in a previous application and <u>were granted a Schengen visa within the last 59 months</u> are <u>exempted</u> from resubmitting a new fingerprint.	
	For non-Ethiopian nationals: Ethiopian residence permit or proof of legal stay in any other country within the Embassy’s coverage area, valid at least three months beyond the planned stay in the territory of the Member States.	
	In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.	
	Preliminary ticket booking or travel itinerary.	
	Proof of accommodation.	
	Recent bank statement covering the minimum last three months and/or personal bank saving book.	
	Any other documents relating to the applicant's financial status and personal ties in Ethiopia, such as title deeds or lease agreements for property, vehicle registration card, marriage certificate, birth certificate of children etc.	
	If you are employed, a dated and signed letter from the current employer containing the following information: <ul style="list-style-type: none">- the applicant's personal data, function/profession- terms of employment (temporary or permanent- starting date of employment- monthly net salary- granted leave days	

	date and contact details of the employer	
	If you are self-employed: <ul style="list-style-type: none"> - trade/business license - tax registration - business registration (city administration) - bank statement for business account (for the last three months, as a minimum) 	
	If you are retired: <ul style="list-style-type: none"> - Documents proving the pension or other financial support 	
	Signed letter of invitation from the inviting organization abroad. The invitation must contain the following information: <ul style="list-style-type: none"> - the applicant's personal data - the reason for the visit to the Member State of destination - period of intended stay in the Member State - who will be responsible for supporting the applicant financially during the stay in the Member States - date and contact details from the inviting organization abroad <p>Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form which can be found on VFS website.</p>	
	Signed letter from current employer or organization containing the following information: <ul style="list-style-type: none"> - the applicant's personal data - the applicant's function/profession - terms of employment (temporary or permanent) - number of years with employer/organization - purpose of the visit - who will be responsible for supporting the applicant financially during the stay in the Member States 	
	If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.	
	Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties in Ethiopia, such as marriage certificate, title deeds or lease agreements.	

Please note:

- On 29th April 2024 the Council of the European Union decided to temporarily suspend certain elements of the EU visa code that regulates the issuing of visas to Ethiopian nationals. The suspension decision applies to all applications lodged from 1st June 2024 by Ethiopian nationals falling within the scope of the measures.
- The processing time of 15 calendar days is no longer applied. The normal processing time is set to 45 days for all cases subject to the visa restrictions.
- Only single-entry visas can be granted.
- Holders of diplomatic and service passport are no longer exempted from the visa fee.
- The possibility to waive requirements regarding the documents that visa applicants must submit is removed. This means that applicants must submit a complete set of supporting documents proving that the entry conditions are met with each application. Missing documents can result in a refusal.
- All submitted documents must be in English or in Swedish.
- This decision does not apply to nationals of Ethiopia applying for a visa who are family members of a Union citizen to whom Directive 2004/38/EC applies or family members of a national of a third country enjoying a right of free movement equivalent to

that of Union citizens under an agreement between the Union and a third country. It also does not apply to family members of British citizens covered by the withdrawal agreement between the EU and the UK.

- The decision also does not apply to citizens of Ethiopia who apply for Schengen visa to participate in meetings with international intergovernmental organizations or at international conferences organized by a Member State.
- Applications can be submitted up to 6 months before the intended travel before the intended travel. Please note that the days are counted from when the Embassy has received the application and not when the application was submitted at VFS Global. The transportation time between the application centers and Nairobi is published on the website of VFS Global.

I (name of applicant), _____, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.

Signature: _____ Telephone: _____

Email: _____ Checked by (VFS Staff initials) _____

Date: _____