



| | SHORT STAY VISA CAMEROON | YES | NO | REMARK |
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| | Harmonised Schengen Visa Application Form filled in completely and signed by the applicant. | | | |
| | Original passport: <ul style="list-style-type: none"> • Validity shall extend at least three months after the intended date of departure from the territory of the Member States. • It shall contain at least two blank pages. • It shall have been issued within the previous 10 years. • Clear photocopy of biodata page in passport. | | | |
| | Receipt of visa fee payment unless exempted. | | | |
| | Submit biometrics. Exempted if fingerprints have been submitted as part of an earlier application which has been entered in the VIS within the last 59 months. | | | |
| | 1 color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused. | | | |
| | Individual travel medical insurance valid throughout the territory of the Member States that covers the entire period of your intended stay or transit. The minimum coverage of costs shall be at least EUR 30 000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. | | | |
| | Copy of flight ticket or flight reservation including return flight. | | | |
| | Copy of national identity card. | | | |
| | For non-citizens: Valid residence permit in Cameroon, or valid proof of residence in any other country within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States. | | | |
| | If employed: <ul style="list-style-type: none"> - Employment certificate - the 3 latest salary slips, - CNPS registration (from the social security authority) - employer's operation permit as well as the commercial registration number are required If self-employed: <ul style="list-style-type: none"> - Operation permit for present year and the previous year - Commercial registration number - tax registration number | | | |



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| | <ul style="list-style-type: none"> - tax bill - import license - the company's bank certificate for the last 3 months - other documents showing the nature and the extent of the operation. <p>If you have a non-income employment or work:</p> <p>Documents showing enough funds for living expenses should be submitted. Documents proving income from spouse or parents and a guarantee, may also be submitted, if applicable.</p> | | | |
| | <p>Proof of sufficient funds for the whole stay in the Schengen area.</p> <ul style="list-style-type: none"> - bank certificate for the last 3 months as well as other documents that can give information about your solvency (such as document of acquisition, paychecks etc.). | | | |
| | <p>If married, a marriage certificate should be submitted.</p> | | | |
| | <p>Birth certificate. If the certificate has been issued based on a court order, the order/decision should also be submitted.</p> | | | |
| | <p><u>ADDITIONAL DOCUMENTS REQUIRED FOR OFFICIAL VISIT</u></p> | | | |
| | <p>For civil servant travelling on a duty trip, the original travel order should be submitted and for holders of service passports the original Note Verbale issued by the Ministry of Foreign Affairs is required.</p> | | | |
| | <p>Invitation letter or confirmation of registration from the host organisation.</p> | | | |
| | <p><u>ADDITIONAL DOCUMENTS REQUIRED FOR BUSINESS/CONFERENCE/SPORT/CULTURE</u></p> | | | |
| | <p>A personal invitation from the inviting company, commercial organization, organizer of fair or educational/sport/art/ cultural events, including information about:</p> <ul style="list-style-type: none"> - the purpose of the visit - other documents that may support the purpose, such as invoices, business correspondence or orders showing the existence of a business relation. <p>The requirements are also applicable for companies or organizers providing work experience.</p> | | | |
| | <p>If the purpose is participating in a conference:</p> <ul style="list-style-type: none"> - confirmation of conference registration and, if applicable, receipt of the admission fee. | | | |
| | <p><u>ADDITIONAL DOCUMENTS REQUIRED FOR VISITING FAMILY OR FRIENDS</u></p> | | | |



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| | <p>Invitation letter from the host:</p> <ul style="list-style-type: none"> - copies of all official documents showing family ties between you and the host (family book, birth certificate etcetera) - the nationality of the host (national identity card, passport). If the host is not a citizen within the European Union –a copy of the residence permit should be presented. | | | |
| | <u>ADDITIONAL DOCUMENTS REQUIRED FOR STUDY AND RESEARCH</u> | | | |
| | <p>If you are travelling for an exam or other educational purposes or trainings:</p> <ul style="list-style-type: none"> - the original degree, for the latest qualification level is required. In addition, proof of enrolment for the training, course or exam should be submitted. | | | |
| | <u>ADDITIONAL DOCUMENTS REQUIRED FOR TOURISM</u> | | | |
| | <p>Hotel booking for the entire period of stay in the Schengen area. If more than one Member States will be visited the travel should be documented by ticket bookings between the Member States or such.</p> | | | |
| | <u>ADDITIONAL DOCUMENTS REQUIRED FOR MEDICAL REASONS</u> | | | |
| | <p>A declaration of financial liability from the insurers for the proposed treatment, or confirmation from the hospital of receipt of payment of the sum requested for the treatment.</p> | | | |
| | <p>A certificate from a doctor in Cameroon authorised by the embassy or consulate³ confirming the need for medical treatment which cannot be provided in Cameroon.</p> | | | |
| | <p>Confirmation from a doctor in the Schengen area of the appointment, information about the envisaged treatment, the approximate length of the treatment and the cost.</p> | | | |
| | <p>Evidence of sufficient means for the type and length of stay planned: bank statements from the last three months and, if applicable, a credit card statement showing recent transactions, and any other document that may provide information about the applicant's solvency (e.g. title deeds, pay slips, currency with a receipt for the exchange).</p> | | | |
| | <p>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 to Cameroon, such as marriage certificate, title deeds or lease agreements.</p> | | | |



Information for the applicant on terms and conditions:

- The application must be submitted **15 days before the start of the intended visit**. Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary. **Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!**
- All submitted documents must be in English or in Swedish.
- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.

Declaration – Applicant and VFS staff to sign (please tick relevant section)

Applicant’s documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.

Name & Signature of the Submission officer at VFS: _____

I (name of applicant in box letters), _____, 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.

Applicant signature: _____

Telephone: _____

Email: _____

Date: _____

Internal VFS

Name & Signature of the Biometric officer: _____

Name & Signature of the Data Entry officer: _____