



EMBASSY OF SWEDEN

Nairobi

2023-12-04

**Checklist- Benin, Comoros, Liberia, Niger
Sudan, South Sudan & Sierra Leone**

	Documents to be provided by all visa applicants	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> they are <u>exempted</u> from resubmitting a new fingerprint.	
	Copy of flight ticket or flight reservation including return flight.	
	For non-citizens: Proof of residence in any country within the coverage area of the Embassy, valid for at least 3 months from the date of intended departure from the territory of the Member States.	
	Documents regarding occupation: <ul style="list-style-type: none"> - Tax Clearance Certificate and Certificate of Business Incorporation documents if self-employed - Employment letter stating the days of leave for employees. - For scholars (professors, Scholarship-holders, lecturers, instructors, etc.) - Students (letter from school or University) 	
	Verifiable evidence of sufficient means of subsistence during intended stay such as: <ul style="list-style-type: none"> - Salary slips - Recent personal bank statement or balance over last three months - Regular income generated by property 	
	Proof of accommodation for the whole duration of the intended stay; hotel reservations, rental of holiday home, campus residence reservation or proof of private accommodation (invitation) from the host.	
#	Additional documents for official visit visa	
	Note Verbale issued by your Ministry for Foreign Affairs confirming that you are a member of an official delegation or on an official mission to Sweden.	
	Invitation letter or confirmation of registration from the host organization, if you are going for an official purpose.	
#	Additional documents for business/conference visa	
	Certificate of Business Incorporation (certificate of registration of a company or business).	

	Proof of commercial activities in your home country and overseas for businesspersons e.g., bills of lading, receipt book, etcetera.	
	Invitation letter from the company/inviter based in Sweden. The letter should contain relevant personal data on the invited person, purpose of the visit and duration of stay.	
	In the case of participation in conferences, fairs, seminars, congresses, etcetera the following need to be submitted. <ul style="list-style-type: none"> – An invitation from a company or an authorized body to attend events connected with trade, industry or work – Proof of registration and entry tickets for events, if applicable – Other documents proving the existence of trade or work relations 	
#	Additional documents for friends/family visa	
	Proof of relationship between you and person to be visited (birth certificate, marriage certificate, correspondence, photos, etc.	
	Formal written and signed invitation or sponsorship document from the host in accordance with respective internal laws (you will find the invitation form on VFS Website).	
	Additional documents for sports/culture visa	
	If you are attending a sport event or a culture event, you will need to present a document proving the participation of the applicant in the event. Proof of registration and receipt for registration fee are also required. If you are invited by a company or a sports club, an invitation from the host or the company in Sweden is needed. The invitation should include clear identification of both the entity issuing it and you as the participant; nature, duration and venue of the event; your role in the event and the link between you and the host if any.	
#	Additional documents for study/research visa	
	Letter of the institution sending you. - The full address, telephone number of the school, reason and permission for absence, name and function of the person giving the permission.	
	Certificate of enrollment at an educational establishment in the Member State of destination for the purposes of attending vocational or theoretical courses within the framework of basic and further training.	
	For other events: an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant.	
#	Additional documents for tourist visa	
	Hotel booking or proof of accommodation and a detailed travel itinerary.	
#	Additional documents for medical visa	
	Official document from the receiving medical institution containing the following information: <ul style="list-style-type: none"> - Confirming contact with the local medical institution in your home country - Nature of the treatment - Estimated time for recovery - The need for return visits - The cost of treatment - The mention that the patient is accepted - The indication that the treatment can be performed - The indication that the medical institution or doctor agrees with the intended method of payment 	
	Proof of sufficient financial means to pay for the medical treatment and related expenses for the stay (including accommodation, if relevant) or proof of prepayment for the treatment; or formal commitment letter signed by the party covering the expenses of the treatment.	
	Certificate from a medical institution in your home country confirming the need for the person to be accompanied, if relevant.	
	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 decide in what way	

	you want to show your establishment, such as: income, savings, landownership, business, marriage, children, dependency etc.	
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Please note:

- Applications can be submitted up to 6 months before the intended travel and **not less** than 15 calendar days 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 VFS Global’s website.
- The handling time may take up to 15 days (counted from when the Embassy has received a complete application) but may take up to 45 days, if verification of documents or an interview needs to be conducted or such.
- All submitted documents must be in English or in Swedish.
- An interview may be required at the Embassy or by phone.
- Further information or documentary evidence in support of your application may be required.
- All documents are mandatory. If documents are not submitted at the time of application, they may be sent within **2 working days** to the following email address: ambassaden.nairobi-visum@gov.se. If mandatory documents, as stated in the checklists, are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

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: _____