Checklist – friends and family

#	Documents	Check
	Application for Schengen Visa –application form completed and signed	
	Passport: • 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.	
	Verified photocopy of national ID-card (both sides).	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background. However, for those applicants who submitted a photo in a previous application and **were granted a Schengen visa within the last 59 months,** they are **exempted** from resubmitting a new photo.	
	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.	
	Verified photocopy of national ID-card (both sides).	
	Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable)	
	Invitation • Invitation Form – completed and signed by the inviting friend or relative. • copy of ID-card for the inviting person • certificate of civic registration for the inviting person • documents showing details of employment/income for the inviting person Scanned copies are accepted if of good quality	
	Employed persons: a signed letter from your current employer containing the following information: • The applicant's personal data, the applicant's function/profession; • terms of employment (temporary or permanent); • number of years with employer/organization; • granted leave days; • date and contact details.	
	Self-employed persons: A certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required and bank statement for business account (last three months).	

	Retired persons: documents proving your pension or other financial support.	
	If you are paying for any part of the visit: bank statements or pay slips showing your financial situation covering the last 3 months.	
	Documents relating to your personal establishment in South Africa like marriage certificate, birth certificates of children (if any), title deeds or lease agreements, etc.	
	A written statement of how related/how the relationship to the inviting person was established, when you last saw each other and the purpose of the visit.	
	Additional requirements for Non- South African applicants residing in South Africa. • Copy of the applicant's residence permit in South Africa. The validity of the permit must exceed the planned stay in the Member States with at least three months.	
	Please note that the Embassy will consider your socio-economic situation in South Africa or in your home country 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.*	

Please note:

- Applications can be submitted up to 6 months before the intended travel and not less than 15 Calendar days.
- 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 can be sent within 2 working days to the following email address: embassy.nairobi-visa@gov.se. If mandatory documents as stated in this checklist are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), _____confirm that the information provided on this checklist is correct, 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: _____