

Checklist – Diplomats, if duty trip

#	Documents	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. 	
	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.	
	The application fee is Gratis (VFS Service fee has to be paid)	
	Bookings: <ul style="list-style-type: none"> • Preliminary ticket booking or travel itinerary 	
	Letter or Note Verbale issued by MFA in the country of residence or in the home country, stating the date and purpose of travel.	
	Signed letter of invitation. The invitation must contain the following information: Applicant's personal data <ul style="list-style-type: none"> • Reason for the visit to the Member State of destination • Period of intended stay in the Member State • Date and Contact details 	
	Additional requirements for non-South African applicants residing in South Africa: <ul style="list-style-type: none"> • Copy of the applicant's South Africa residence permit. The validity of the permit must exceed the planned stay in the Member States with at least three months • If the applicant is not a resident of South Africa, a justification for lodging the application here must be provided. 	

Please note:

- Applications shall be lodged no more than fifteen working days before the start of the intended visit
- 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: _____