

PRISTINA, KOSOVO - SWEDEN
Checklist: Visa for official/business

Name: _____	Contact No: _____
Passport number: _____	E-mail: _____
Purpose of visit: _____	

- Please submit your application with the following documents.
- The original documents must be presented.
- The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

Note: The application material should be placed in the following order

Required documents		Yes	No	Remarks
1.	Completed, dated and signed Schengen Visa application form			
2.	Signed invitation letter from the Swedish company/organization written on official company paper, containing the following information: <ul style="list-style-type: none"> ➤ Contact details of the company ➤ Name and date of birth of the invited person ➤ Purpose, destination and duration of the visit ➤ Detailed program ➤ Clarification who will cover the travel costs and living expenses of the invited person during the visit ➤ Name and position of the counter signing officer 			
3.	Hotel reservation or other proof of accommodation			
4.	Civil status certificates (max. 6 months old) <ul style="list-style-type: none"> ➤ Birth certificate ➤ Declaration on joint household 			
5.	Employed persons: <ul style="list-style-type: none"> ➤ Employment contract, signed by employer ➤ Approval of leave with specific dates corresponding with the dates of the trip signed by employer ➤ Evidence of payment of contributions to the Kosovo Pension Savings (Trusti) over the last 6 months, original or printed from webpage ➤ Clarification about the visit from the employer, if the company is part of organizing the visit. 			
6.	Entrepreneur/self-employed persons: <ul style="list-style-type: none"> ➤ Certificate of registration of business, including all 5 accompanying pages ➤ Certificate of payment of taxes (VAT FILER) 			
7.	Farmers: <ul style="list-style-type: none"> ➤ Proof of property ownership 			
8.	Bus drivers working for travel companies: <ul style="list-style-type: none"> ➤ Detailed certification of the itinerary (timetable, stops and duration, valid license) ➤ Prof of business relation (cooperation agreement) ➤ List of drivers along with certified copies of the vehicle registration and the annual technical inspection certificate ➤ Copy of the driver's license 			

9.	Journalists: ➤ A certificate issued by a professional organization and a document from the employer stating the purpose of the mission			
10.	Proof of sufficient funds for the entire stay and travel expenses (if the applicant or another private person is covering the costs of the trip): ➤ Bank account statement for the last 3 months, which should not be older than 10 days.			
	➤ If someone else but the applicant is covering the costs for the trip, a signed confirmation and passport copy of that person is required.			
11.	Passport with at least two blank pages and valid for at least 3 months after the end of the stay			
12.	Copy of passport: ➤ Information page			
	➤ All previous Schengen visas			
	➤ Pages with arrival and departure stamps from Schengen countries			
13.	Medical travel insurance which should be: ➤ valid for all Schengen States			
	➤ valid for the entire period of the trip (number of days and dates)			
	➤ Containing a minimum coverage of 30.000 € for urgent medical treatment and repatriation in case of death			
14.	Other possible documents considered necessary by the applicant			

I decided to submit my application even though it is lacking mandatory documentation. I have been informed that this might result in the rejection of my visa application.

Applicant's signature

Date

Name & signature of VFS Officer

Date