

**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. <b>Completed, dated and signed Schengen Visa application form</b>			
2. <b>Signed invitation letter from the Swedish company/ organization written on official company paper, containing the following information:</b>			
➤ 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. <b>Hotel reservation or other proof of accommodation</b>			
4. <b>Civil status certificates (max. 6 months old)</b>			
➤ Birth certificate			
➤ Declaration on joint household			
5. <b>Employed persons:</b>			
➤ 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. <b>Entrepreneur/self-employed persons:</b>			
➤ Certificate of registration of business, including all 5 accompanying pages			
➤ Certificate of payment of taxes (VAT FILER)			
7. <b>Farmers:</b>			
➤ Proof of property ownership			
8. <b>Bus drivers working for travel companies:</b>			
➤ 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.	<b>Journalists:</b> ➤ A certificate issued by a professional organization and a document from the employer stating the purpose of the mission			
10.	<b>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):</b> ➤ 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.	<b>Passport with at least two blank pages and valid for at least 3 months after the end of the stay</b>			
12.	<b>Copy of passport:</b> ➤ Information page			
	➤ All previous Schengen visas			
	➤ Pages with arrival and departure stamps from Schengen countries			
13.	<b>Medical travel insurance which should be:</b> ➤ 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.	<b>Other possible documents considered necessary by the applicant</b>			

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.

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Applicant's signature

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Date

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Name & signature of VFS Officer

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Date