

**PRISTINA, KOSOVO - SWEDEN**

Checklist: Visa for sports/cultural/educational/medical

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>Cultural/educational activities</b> <ul style="list-style-type: none"> <li>➤ Invitation from Swedish company/organization with official stamp/logo and signature of the company containing the following information:                             <ol style="list-style-type: none"> <li>1. Name, surname and date of birth of the invited person</li> <li>2. Purpose, destination and exact dates for the visit</li> <li>3. Address of residence in the hosting country</li> <li>4. Name and position of the counter signing officer</li> </ol> </li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Certificate of the organizational registration or the organization number of the company in the hosting country</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Copy of passport of the responsible person in the hosting country</li> </ul>			
3.	<b>Sports activities</b> <ul style="list-style-type: none"> <li>➤ Invitation from the organizing club/national associations of your sport of the host country with official stamps/logos and signature of the company/organization containing the following information                             <ol style="list-style-type: none"> <li>1. Name, surname and date of birth of the invited person</li> <li>2. Exact dates for the intended stay</li> <li>3. Address of residence in the hosting country</li> <li>4. Name and position of the counter signing officer</li> </ol> </li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Certificate for the sending sports club/ national association of your sport</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Certificate of the organizational registration or the organization number of the company in the hosting country</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Proof of paid registration fee to event/tournament</li> </ul>			
4.	<b>Medical reasons:</b> <ul style="list-style-type: none"> <li>➤ Official confirmation of the treatment/appointment by the receiving medical institution</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Certificate from a Kosovo doctor and/or medical institution confirming that the medical treatment is necessary</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Proof of sufficient financial means to pay for the medical treatment and related expenses</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Proof of prepayment of the treatment</li> </ul>			
5.	<b>Proof of accommodation:</b> <ul style="list-style-type: none"> <li>➤ Hotel reservation or other proof of accommodation</li> </ul>			

	<ul style="list-style-type: none"> <li>➤ If accommodation is provided by a private person the following documents should be attached: <ol style="list-style-type: none"> <li>1. Completely filled out Form 240011– "Inbjudan" or Form 241011 "Invitation" should be filled out and signed by inviting person.</li> <li>2. Copy of passport of inviting person</li> <li>3. "Personbevis" from the Swedish tax office of the inviting person</li> </ol> </li> </ul>			
6.	<p><b>Civil status certificates (max. 6 months old):</b></p> <ul style="list-style-type: none"> <li>➤ Birth certificate</li> <li>➤ Marriage certificate (if applicable)</li> <li>➤ Declaration on joint household</li> <li>➤ Death certificate (for widows)</li> </ul>			
7.	<p><b>Employed persons:</b></p> <ul style="list-style-type: none"> <li>➤ Employment contract, signed by employer</li> <li>➤ Approval of leave with specific dates corresponding with the dates of the trip signed by employer</li> <li>➤ Evidence of payment of contributions to the Kosovo Pension Savings (Trusti) over the last 6 months, original or printed from webpage</li> </ul>			
8.	<p><b>Entrepreneur/self-employed persons</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of registration of business, including all 5 accompanying pages</li> <li>➤ Certificate of payment of taxes (VAT FILER)</li> </ul>			
9.	<p><b>Farmers</b></p> <ul style="list-style-type: none"> <li>➤ Proof of property ownership</li> </ul>			
10.	<p><b>Pensioners</b></p> <ul style="list-style-type: none"> <li>➤ Pension statement over the last 6 months</li> </ul>			
11.	<p><b>Students</b></p> <ul style="list-style-type: none"> <li>➤ Copy of valid student card / students index signed and stamped by university</li> <li>➤ Transcription of exams (SEMS) / copy of index with given exams</li> <li>➤ Confirmation letter of regular presence from the university/school signed and stamped by the university</li> </ul>			
12.	<p><b>Minor (under the age 18 years):</b></p> <ul style="list-style-type: none"> <li>➤ Both parental authorities or legal guardians are present when a minor is submitting the visa application</li> <li>➤ Exceptions to this should be made a single parent holds the parental authority alone, which should be proved with one of the following documents: <ol style="list-style-type: none"> <li>1. birth certificate indicating one parent and confirmation from the social authorities.</li> <li>2. death certificate</li> <li>3. divorce agreement or custody agreement from a court or the social authorities, Albanian original and English translation needs to be submitted.</li> </ol> </li> <li>➤ If the child is travelling without one or both of the guardians: a written and signed consent form of the guardians/parents and copies of their passports (form provided at the VAC)</li> <li>➤ If the child is travelling with both parents but one or both of the parents already have visas: <ol style="list-style-type: none"> <li>1. signed confirmation that the parent already has visa and will be travelling with the child (form provided at the VAC)</li> <li>2. Copy of passport and valid visa of the parent.</li> </ol> </li> <li>➤ If the minor is travelling with another adult: copy of the passport and visa of that person</li> <li>➤ Letter from school stating that the child is attending the school and that the school approves that the child is absent during the requested period with specific dates.</li> </ul>			

13.	<b>Proof of sufficient funds for the entire stay and travel expenses:</b>			
	<ul style="list-style-type: none"> <li>➤ Bank account statement for the last 3 months, which should not be older than 10 days.</li> <li>➤ If someone else but the applicant is covering the costs for the trip, a signed confirmation about this, bank statement and passport copy of that person is required.</li> </ul>			
14.	<b>Passport with at least two blank pages and valid for at least 3 months after the end of the stay</b>			
15.	<b>Copy of passport:</b>			
	<ul style="list-style-type: none"> <li>➤ Information page</li> <li>➤ All previous Schengen visas</li> <li>➤ Pages with arrival and departure stamps from Schengen countries</li> </ul>			
16.	<b>Medical travel insurance which should be:</b>			
	<ul style="list-style-type: none"> <li>➤ Valid for all Schengen States</li> <li>➤ Valid for the entire period of the trip (number of days and dates)</li> <li>➤ Containing a minimum coverage of 30.000 € for urgent medical treatment and repatriation in case of death</li> </ul>			
17.	<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.

-----  
Applicant's signature

-----  
Date

-----  
Name & signature of VFS Officer

-----  
Date