

PRISTINA, KOSOVO - SWEDEN

Checklist: Visa for Tourist visit

Name: _____	Contact No: _____
Passport number: _____	E-mail: _____

- 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. Hotel reservation or other proof of accommodation, for the entire visit			
3. Civil status certificates (max. 6 months old)			
➤ Birth certificate			
➤ Marriage certificate (if applicable)			
➤ Death certificate (for widows)			
➤ Declaration on joint household			
4. Employed persons:			
➤ 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			
5. Entrepreneur/self-employed persons:			
➤ Certificate of registration of business, including all 5 accompanying pages			
➤ Certificate of payment of taxes (VAT FILER)			
6. Farmers:			
➤ Proof of property ownership			
7. Pensioners:			
➤ Pension statement over the last 6 months			
8. Students:			
➤ Copy of valid student card / students index signed and stamped by university			
➤ Transcription of exams (SEMS) / copy of index with given exams			
➤ Confirmation letter of regular presence from the university/school signed and stamped by the university			
9. Proof of sufficient funds for the entire stay and travel expenses:			
➤ Bank account statement for the last 3 months, 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.			
10. Minors (under the age 18 years):			
➤ Both parental authorities or legal guardians are present when a minor is submitting the visa application			

	<ul style="list-style-type: none"> ➤ 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"> 1. birth certificate indicating one parent and confirmation from the social authorities. 2. death certificate 3. divorce agreement or custody agreement from a court or the social authorities, Albanian original and English translation needs to be submitted. 			
	<ul style="list-style-type: none"> ➤ 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) 			
	<ul style="list-style-type: none"> ➤ If the child is travelling with both parents but one or both of the parents already have visas: <ol style="list-style-type: none"> 1. signed confirmation that the parent already has visa and will be travelling with the child (form provided at the VAC) 2. Copy of passport and valid visa of the parent. 			
	<ul style="list-style-type: none"> ➤ If the minor is travelling with another adult: copy of the passport and visa of that person 			
	<ul style="list-style-type: none"> ➤ 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. 			
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: <ul style="list-style-type: none"> ➤ Information page ➤ All previous Schengen visas ➤ Pages with arrival and departure stamps from Schengen countries. 			
13.	Medical travel insurance which should be: <ol style="list-style-type: none"> 1. Valid for all Schengen States 2. Valid for the entire period of the trip (number of days and date) 3. 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