



SVERIGES AMBASSAD

CHECKLIST: VISA to Sweden

- Always bring original and copies. Show the original, submit the copy
- All requested documents must be translated to English or Swedish by an authorized translation office.

Please submit all the below mentioned documents in the following order:

DOCUMENTS FROM THE APPLICANT (must be submitted by all applicants):

- Signed application form with 1 passport photo** (White background - not older than six months.)
- Receipt for payment of the application fee**
- Passport Original and copy of current and previous passport covering the past 7 years.**
Copy of the biometric data page. Copy of all used pages. Important: Current passport must have been issued within the last ten years and contain at least two consecutive blank pages. The passport should be valid for at least 3 months after return from the planned trip.
- Birth certificate**
- Civil Registration Number**
- Letters from employer in original** (or documents confirming private business, school or studies) stating that
 - The applicant will return to his/her job after return from his/her trip.
 - That the leave is approved and for how long. Written and signed on company paper with a headed letter or a letter from private employer together with a copy of employer's ID- card.
 - Certificate of employment should specify the date of recruitment, position in the company and salary.
 - Business owners must provide an original of the commercial registry and tax card
- Copy of bank statements in English for the last 3 months.** Originals must be copied. Proof of other assets has to be provided.
- Purpose of the trip:** Documentation substantiating the purpose of the stay.
- If applicable:** A marriage certificate and birth certificate of children
- Confirmed booking of roundtrip flight ticket.** Do not pay for the ticket before a visa has been granted. If a visa has been issued and you need to change the dates of travel, irrespective of the period of grace, you have to apply for a new visa.
- Compulsory travel medical insurance,** covering all Schengen countries and covering 30,000 Euros.
- Applicants under 18, must also submit on of the two following mentioned documents:**
 - Consent of the parental authority (both parents). If the minor travels without his/her legal guardians.

- Legal guardian shall be provided either through a notarized certificate or by a form signed at the Embassy's premises.

If a minor is travelling with one of his/her legal guardians: consent of the parental authority (parents not travelling with his/her minor child) or legal guardian shall be provided either through a notarized certificate or by a form signed at the Embassy's premises.

FAMILY AND FRIEND VISIT

- Invitation form 241011** filled by the reference person in Sweden.
- Payslips or bank statement of reference** (payslips should cover at least the last three months)
- Copy of friends or family member's passport.** (copy of residence permit if applicable)
- Civic registration (personbevis) from reference**

BUSINESS/CONFERENCE/OFFICIAL/SPORTS/CULTURAL VISIT

- Confirmed booking of hotel reservation for the whole period of stay in Schengen.** (Reservation only - Do not pay until a visa has been granted).
- Official invitation from the inviting company** on official company paper, stamped and signed containing the following information: The full address and contacts of the company, nature of the business, name and position of the countersigning officer, purpose and duration of the visit, person or entity who will bear the travel and living costs, whether the sponsor gives financial guarantee for the visa applicant's return to Sudan.
- Information to be provided by the Sudanese invited company:** Copy of the invited company's registry/tax card. Official company paper stamped and signed, mentioning clearly: full address and contact persons of the company, name and position of the countersigning officer, name, position, salary and years of employment (if applicable), purpose of the visit, nature of the work contract, person or entity which will bear the applicant's travel and living costs.

TOURISM

- Confirmed hotel booking for the whole period of stay in Sweden.** (Reservation only - Do not pay before a visa has been granted.)
- Itinerary**, if visiting more than one Member State.

Biometrics: A full set of fingerprints, and a photo, will be taken at the Embassy. The Embassy does not require fingerprints from applicants who are younger than 12 years

If some of the above-mentioned documents are not submitted, a visa might be rejected.

Date:

Signature: