

SCHENGEN VISA TO SWEDEN
PURPOSE – BUSINESS/CULTURAL OR SPORTS EVENT/OFFICIAL VISIT

NAME OF APPLICANT: _____ DATE: _____
(First Name and Surname in block letters only) (dd/mm/yy)

CHECKLIST

The following documents are required and should be submitted to VFS Global or the Embassy on the day of application. Photocopies must be clear and readable. Check the boxes to confirm the submission of your documents.

REQUIRED DOCUMENTS

- ☐ **Schengen Visa Application Form** – must be completed and signed by the applicant
- ☐ One recent unedited color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused.
- ☐ **Original passport** – signed by holder, valid for 3 months after departure from the Schengen area and must have at least 2 unused pages. If your visa is approved, the visa will be affixed on the available page(s).
- ☐ **Photocopy of the biodata page of your passport**
- ☐ **Application fee**
- ☐ **Photocopy of Paid Travel Medical Insurance** – should be valid for all Schengen states and cover the entire period of your intended stay or transit. It should cover the cost of emergency treatment and transport home from medical reasons. The minimum coverage shall be EUR 30,000.

GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- ☐ **Proof of applicant's financial means** - Bank certification, bank books, personal bank statement showing regular income, credit card statements or balance covering the last six months.
For minors - Proof of parent's or legal guardian's economic means (cf. the above)
- ☐ **Proof of travel arrangements** – copy of the travel itinerary
- ☐ **Proof of ties in the Philippines** - Proof of social security contributions, if relevant. Copy of real estate property – title-deed, if relevant. Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).
- ☐ **Proof of occupation**
- ☐ **If employed** – Certificate of employment, certificate of leave absence and latest income tax return.
If self-employed – Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC Registration of business, latest tax income return and business financial statement.
- If pupil or student – Proof of enrolment and certificate of leave absence if travelling during the school year.
- ☐ **Proof of accommodation** – confirmation of hotel booking, hotel voucher or letter of promise accommodation by the host.
- ☐ **For non-Philippine applicants** – Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.

➤ **If travelling with spouse and/or children**

- ☐ Marriage contract certified by the Philippine Statistics Authority (PSA)
- ☐ Birth certificate of children certified by the Philippine Statistics Authority (PSA).

➤ **Minors**

- ☐ **If travelling alone or with only one parent** – Written consent of the non-travelling parent/guardian or proof of sole custody of the travelling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required.
- ☐ Copy of bio data page of parent(s) or legal guardian's passport
- ☐ Birth certificate certified by the Philippine Statistics Authority (PSA).
- ☐ **If travelling alone** – Department of Social Welfare and Development (DSWD) clearance.

ADDITIONAL DOCUMENTS FOR VISIT - BUSINESS/CULTURAL OR SPORTS EVENT/OFFICIAL VISIT

- ☐ **Certificate from the employer** – letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile etc.
- ☐ **Invitation from the inviting company or organization** – the letter should contain the following information: relevant person data of the invited person, the invited person's function, length of the visit, purpose of the visit and activity to be undertaken during the stay, who is to cover the cost of the stay and name and position of the counter signing person.
- ☐ **Proof of recent business contacts** – proof of continued business relation between the two companies (e.g., contracts, invoices), if relevant.

➤ **Participants in commercial fair, congress, cultural or sports events**

- ☐ A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity.

➤ **Study, research, or other types of internships**

- ☐ Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses or a cover letter from the inviting company.

Applicants who have left their fingerprints within the last 59 months can submit their application through a third party via power of attorney without being present at the VFS in person only if the applicant is able to provide a copy of previous Schengen visa sticker. The following documents are required for submission together with the documents stated on this checklist.

- ☐ **Previous Schengen visa sticker during the last 59 months**
- ☐ **Power of attorney in original** – completed and signed power of attorney in Swedish/English given to a third party on the applicant's behalf stating the purpose required. Copy of ID must be provided from the third party together with power of attorney

Minors under 18 years old - only under special circumstances where the applicant is not required to show up in person, the application can be submitted through a third party with completed and signed power of attorney from the applicant's legal custodian in Swedish/English stating the purpose required. Copy of ID must be provided from the third party together with power of attorney. This only applies to minors who were already above 12 years old when they left their fingerprints for a Schengen visa application and was granted the visa. Applications cannot be submitted through a third party for minors between the age of 0-12 years.

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- ☐ Only applicable if biometrics has been obtained within the last 59 months and new biometrics is submitted. VFS has informed me that it is voluntary to submit new biometrics, but I still choose to do so.
- ☐ I decided to submit my application even though there are lacking documents. If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.

(Signature of applicant and date)

Signature of legal custodian if the applicant is under 18 years old

PROCESSING TIME

The processing time is 15 days. The period may be extended up to a maximum of 45 days in individual cases, notably when further scrutiny of the application is needed.

For further information visit <https://visa.vfsglobal.com/phl/en/swe/> or e-mail info.seph@vfshelpline.com.

Contact number +632 8528 2538

IMPORTANT ADVISORY

- For minors under the age of 18, either one of the parents or the legal custodian must be present during time of application. If not, a power of attorney must be given from the parents/legal custodian to a third party stating the purpose required
- Do not staple or glue documents.

FOR VFS USE ONLY

Comments from VFS officer (if any)