

## SCHENGEN VISA TO SWEDEN PURPOSE – TOURISM

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 to 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 the 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 financial means (one or more of the following documents)**
  - ☐ Recent personal bank statement or balance over the last three months
  - ☐ International credit card with a photocopy of the applicant's bank statements associated to that credit card.
- ☐ **Proof of socio-economic situation (one or more of the following documents)**
  - ☐ Job letter indicating the duration of recruitment, responsibility and salary
  - ☐ Copy of labour contract
  - ☐ Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.
- ☐ **Plane ticket** - copy of the flight reservation and travel itinerary
- ☐ **Evidence of travel itineraries if visit in several Member States is planned.** Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans.

**Minors (person under 18 travelling alone or with only one parent)**

- ☐ An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or the parents/legal guardians may lodge the application and authorisation in person;
- ☐ The minor's birth certificate (photocopy).

**ADDITIONAL DOCUMENTS FOR VISIT – TOURISM**

**Confirmation** of the reservation of an organised trip, or

- ☐ **If the trip is self-organised:** a complete travel itinerary and confirmed hotel booking and/or proof of payment.

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.**

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**(Signature of applicant and date)**

*Signature of legal custodian if minor 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/idn/en/swe/> or email [info.swd@vfshelpline.com](mailto:info.swd@vfshelpline.com)

**Contact number +62 21 5095 7975**

**IMPORTANT ADVISORY**

- For minors under the age of 18, either one of the parents or the custodian must be present during time of application. If not, a power of attorney must be given from the parents/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)*