

SCHENGEN VISA TO SWEDEN PURPOSE – BUSINESS

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 payment receipt**
- ☐ **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

- ☐ **For non-nationals: Proof of legal residence in Japan** – valid for at least three months beyond the intended date of departure from the territory of the Member States.
- ☐ **Travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip.
- ☐ Students must provide proof of enrolment at a Japanese educational institution (university or school).

➤ MINORS (below 18 years of age)

- ☐ **Birth Certificate**
- ☐ **Proof of custody** (e.g. marriage certificate, divorce certificate, registration of residence)
- ☐ **If the legal guardian(s) is/are not present at the time of submission of the application or if the minor is travelling with only one parent** – original letter of consent from legal guardian(s). If parents/legal guardians are not present in Japan their written consent should be legalised by the relevant embassy in the place of residence.

ADDITIONAL DOCUMENTS FOR VISIT – BUSINESS

- ☐ **A letter of invitation** from the applicant's business partner in the Schengen area stating the purpose and duration of the visit
- ☐ **A guarantee letter** from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose, duration of travel and who will absorb the expense for the visit

- ☐ **Bank statement** of the last three months from the entity that is covering the cost of the trip. This requirement can be waived if the entity that is covering the cost of the trip is a reputable 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 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/jpn/en/swe/> or email info.swejp@vfshelpline.com.

Contact number +81 050 5433 7978.

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)