

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

- ☐ **Flight reservation** (round trip reservation) and travel itinerary.
- ☐ **Proof of applicant's return to home country after travel:**
 - a recent declaration from the applicant's employer (not older than a month);
 - an employment contract or other information proving employment;
 - a document proving the applicant is in education or training in country of origin;
 - proof of immovable property in country of origin.
- ☐ **Proof of accommodation** for the whole duration of the intended stay:
 - hotel reservation;
 - travel package;
 - proof of participation in group travel;
 - a letter or email that confirms that the host will provide accommodation for the visa applicant (this document may be requested in notarized form);
 - proof of sponsorship and/or private accommodation (completing a form drawn up by each Member State);
 - proof of possession of own real estate
- ☐ **Proof of solvency of the applicant:**
 - bank statements (from the last 3 months);
 - international credit card;
 - travellers check.
- ☐ **Copy (front and back) of Alien Registration Card** with at least 3 months of validity after visa expiration date.

Minors (under 18 years of age) travelling alone or with only one parent

- ☐ Minor's birth certificate
- ☐ An identity document bearing the parents' signature (1 document for each parent)
- ☐ A declaration of consent from both parents stating that the minor can travel
- ☐ A declaration from the minor's school consenting his/her absence for trips falling outside the general school holiday periods.

ADDITIONAL DOCUMENTS FOR VISIT - BUSINESS

- ☐ **Proof of solvency of the applicant:**
 - proof of the solvency of the employing company, if the company pays the costs of travel and living; or
 - proof of the applicant's personal solvency, in case personally covering the costs of travel and living
- ☐ **Proof of solvency for employees:**
 - a sealed copy of the business license of employing company;
 - a letter from the employer on paper with hosting company or organizer letter head with stamp, signature, date and clearly mentioning:
 - o address, telephone and fax numbers of the company;
 - o the name and position in the company of the countersigning officer;
 - o the name of the applicant, position, salary and years of service;
 - o approval for leave or absence.
- ☐ **Financial and commercial information on the company in South Korea and original letter from the applicant's employer, i.e.:**
 - the charter and registration certificate;
 - solvency documents from the bank;
 - on official company paper with stamp and signature, mentioning:
 - o full address and contact persons of the company;
 - o the name and position of the countersigning officer;
 - o name, position, salary and years of employment;
 - o the purpose of the visit;
 - o confirmation of position after the return;
 - o the person or the entity who will bear the applicant's travel and living cost
- ☐ **Original invitation letter from the organizer of the event or the training;**
On official company paper with stamp and signature, mentioning:
 - o the full address and contacts of the company;
 - o the name and position of the countersigning officer;
 - o purpose and duration of the visit;
 - o detailed program;
 - o the person or the entity who will bear applicant's travel and living costs;
 - o whether the sponsor gives financial guaranty for the applicant's return to South Korea;
 - o proof of registration from a Chamber of Commerce, if applicable.

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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/kor/en/swe/> or email Info.sweko@vfsglobal.com.

Contact number +82 70 4044 0889.

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)