

SCHENGEN VISA TO SWEDEN PURPOSE – OFFICIAL DELEGATION

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.

Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.

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 original 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

- ☐ **Original bank account statements** (company or individual) on the turnover during the last three months. In addition:
- ☐ **If the applicant is employed:** The last three payslips, labour contract or recent employer statement, approval for holidays.
- ☐ **If the applicant is a company owner or self-employed:** Certificate of registration of the company*, statement of taxes payment
- ☐ **If the applicant is retired:** Pension statements
- ☐ **Other means:** Remittances, credit cards, regular incomes generated by property.
- ☐ **If the applicant is sponsored and /or hosted in a private accommodation:** Applicants' proof of sponsorship / private accommodation by means of national form, original invitation/guarantee letter, copy of the passport or national identification card of the sponsor/host, copy of the residence permit, if the sponsor/host is foreigner, bank account statements on the turnover during the last three months of the sponsor/host when its/his/her financial means are not proven otherwise.
- ☐ **Proof of lodging:** hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.
- ☐ **Proof of integration into the country of residence:** Household registration record (Hộ khẩu Gia đình)*
- ☐ **Documents regarding the means of transport** – Flight reservation of return or round ticket. The applicant will have to show proof of return travel when entering the Schengen Area.

If the applicant is a minor

- ☐ If the minor travels with only parent only: written consent of the other parent or guardian, except in cases of a parent having the care or custody alone*
- ☐ If the minor travels alone (without parents): written consent of both parents or guardians having the care and custody of the applicant*
- ☐ Birth certificate of the applicant*
- ☐ Copies of the ID cards of the parents*.

ADDITIONAL DOCUMENTS FOR VISIT – JOURNEYS OF MEMBERS OF OFFICIAL DELEGATIONS WHO, FOLLOWING AN OFFICIAL INVITATION, PARTICIPATE IN MEETINGS, CONSULTATIONS, NEGOTIATIONS OR EXCHANGE PROGRAMMES, AS WELL AS EVENTS HELD IN THE TERRITORY OF A MEMBER STATE BY INTERGOVERNMENTAL ORGANISATIONS:

- ☐ **Copy of the official invitation**
- ☐ **Verbal note** issued by an authority concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the abovementioned events.

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/vnm/en/swe/> or email info.sevn@vfshelpline.com.

Contact number +84 28 3521 2002.

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)