



EMBASSY OF SWEDEN

According to the Schengen regulation (Handbook of Visa code) article 19 an application is not admissible if the following criteria is not fulfilled.

MANDATORY REQUIREMENTS FOR VISA APPLICATIONS

Practical modalities for lodging an application		
	Lodging of application:	Notes
1.	Applications shall be lodged no more than three months before the start of the intended visit.	
2.	Applicants are required to obtain an appointment for the lodging of an application by visiting the VFS website.	
3.	Applicant must appear in person when lodging an application	
4.	Applications shall be lodged no less than 15 days before the start of the intended visit.	

General rules for lodging an application				
Please tick off each mandatory element:				
	Required and Mandatory documents to be submitted:	Yes	No	Notes
1.	Application form no 119031, fully completed and signed.			
2.	Travel document (passport or such) original and a verified copy, satisfying the following criteria:			
	a) the validity shall extend at least three months after the intended date of departure from the territory of the Schengen area;			
	b) it shall contain at least two blank pages;			
	c) it must have been issued within the previous 10 years.			
3.	One passport size color photograph (35x45 mm). Full face, light background, not older than six months.			
4.	Proof of paid visa fee at Stanbic Bank by submitting original receipt or payment through credit card at the Application Center. Please see appendix I for exemptions.			
5.	All supporting documents listed in the document <i>Required supporting documents</i> .			
6.	Proof of possession of adequate and valid travel medical insurance;			
	a) Applicants for a visa for one or two entries shall prove that they are in possession of adequate and valid travel medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States;			

b)	Applicants for a uniform visa for more than two entries (multiple entries) shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit and shall sign the statement, set out in the application form, declaring that they are aware of the need to be in possession of travel medical insurance for subsequent stays;			
c)	The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000;			
d)	Holders of diplomatic passports are exempted from the requirement to hold travel medical insurance.			
7.	All documents must be in English or Swedish to be taken into consideration.			

Exemptions from visa fee		Appendix I
The visa fee shall be waived for applicants belonging to one of the following categories:		
a)	children under six years;	
b)	holders of diplomatic and service passports;	
c)	school pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training;	
d)	researchers from third countries travelling for the purpose of carrying out scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research.	
e)	representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations.	