Please fill this checklist only if you are applying for Short Term Type C Schengen Visa for Sweden

## Annexure A - Checklist must be completed, signed and submitted with your application.

<table>
<thead>
<tr>
<th>Type of Visa</th>
<th>Schengen Visa-Type C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Visit – Tick one</td>
<td>☐ Business ☐ Visiting Family / Friends ☐ Tourism ☐ Study</td>
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</tbody>
</table>

### Documents Required

Mark a tick in the checkbox for documents being submitted. You are responsible to ensure the checkboxes are appropriately marked for all documents submitted. An incomplete application may cause delay or rejections.

#### A. Documentation relating to the applicant (Mandatory for all Applicants regardless the purpose of travel)

- ☐ Original and current passport which must have required validity from your application lodgement date [for Schengen visa type C it is three months from the day of exiting Schengen] as well as 2 double spare visa pages to affix the Visa
- ☐ To prove your visa status in Australia, use the VEVO email service provided by the Australian Department of Immigration and Border Protection (http://www.immi.gov.au). Select “Check Visa Entitlements (VEVO)”, click on “Enter VEVO as a Visa holder” and have a verification email sent to info.jvac-au@vfshelpline.com. [The email has to be sent on the day you submit your application at the JVAC. Applications without VEVO confirmation cannot be accepted.] [Not applicable for citizens of Australia and New Zealand]. Your VEVO statement MUST show that you are entitled to “multiple entries to and from Australia during the validity of your visa” and must be permitted to “arrive after” at least three months after your departure from the Schengen area.
- ☐ Family Details – Appendix to your application (Swedish Migration Board)
- ☐ Online Application form duly filled and payment made in UDI Website
- ☐ One recent passport size photo.
- ☐ Confirmation letter for submission of documents. This needs to be done online at www.vfsglobal.com/norway/australia Complete this step first if you have not done so.

#### B. Documentation relating to the purpose of the journey (as applicable)

**Business:**

- ☐ Original signed invitation letter from a firm or authority for the purpose of visit from the Inviting Company
- ☐ Original signed letter from your employer verifying employment, approved leave, trip purpose and travel dates.
- ☐ If self-employed: certified copies of business registration, tax return, and bank statements for the last three months.
- ☐ If student, Original letter from the educational institution verifying enrolment, trip purpose and travel dates.

**Tourism:**

- ☐ Proof of accommodation for the entire stay in all Schengen countries.
- ☐ If employed: original letter from your employer verifying employment and approved leave.
- ☐ If self-employed: certified copies of business registration, tax return, and bank statements for the last three months.
- ☐ If student, Original letter from the educational institution verifying enrolment, trip purpose and travel dates.

**Visit family or friends:**

- ☐ An invitation from your friend/relative, stating the purpose and duration of the visit, and your relation to the host. The form “Invitation – If you wish to invite” with attachments.
- ☐ Proof of accommodation for the entire stay in all Schengen countries.
- ☐ If employed: original letter from your employer verifying employment and approved leave.
- ☐ If self-employed: certified copies of business registration, tax return, and bank statements for the last three months.
- ☐ If student, Original letter from the educational institution verifying enrolment, trip purpose and travel dates.

**Study:**

- ☐ Admission Letter
- ☐ Proof of Accommodation
C. Other Documentation – Mandatory for all Applicants regardless the purpose of travel
☐ Travel/Health insurance. The provided insurance must be valid and must cover your entire stay in the Schengen area. Both policy certificate and the table of benefits must be provided, also for corporate policies.
☐ Flight itinerary. Preliminary booking is sufficient. We advise that you do not purchase a ticket before your visa application has been decided.
☐ Proof of sufficient funds: original bank statements for the last three months (up to the current date).
☐ Application fee
☐ Service fee
☐ A self-addressed return envelope if your passport is to be returned by mail. Please note that neither the Embassy nor VFS Global accept any liability for loss of passports in the mail.

D. Other Documentation – Mandatory for all Applicants under the age of 18
☐ Birth certificate or court order, stating the names of parents/legal guardians
☐ Written consent from both parents/legal guardians
☐ Valid photo-ID with signature for both parents/legal guardians for verification of signature on consent

D. Power of Attorney
☐ If you would like another person to receive information on your behalf regarding the application, you must provide a Power of Attorney along with your application.

Important Notes
The application may not be lodged earlier than 3 months before the start of intended travel
Submitting the above documents does not guarantee a visa. The consular officer may request a personal interview or further documentation to justify the case.
Once an application is accepted for processing, a stamp indicating the acceptance date and embassy seal will be placed in the passport irrespective whether the visa is issued or not.
Original Documents along with a copy needs to be brought to VFS centre and sighted by VFS staff and stamp needs to be placed – (Original viewed). All copies of original needs to be attested copies as per Australia law (attested by competent authority as per statutory declaration format requirements). No photocopies/scanned copies of attested are allowed.
Please do not include any staples with your application and supporting documents.

Please be advised that while your application is under process at the Embassy, you should not contact the Embassy or VFS regarding the status of your application. Either VFS or the Embassy will be in contact with you either because further documentation is required or a decision has been made on your case.

By signing the Annexure below you agree to accept the terms and conditions of service and data protection and privacy policy as available on www.vfsglobal.com/norway/australia

If Documents are Lacking:
☐ I agree to lodge an incomplete application and have been informed that this may cause delays or rejection of my application.

Signature of the applicant (Digital signatures not permitted)

Version: F/SCHN/AUS/C/01