

Checklist – CONFERENCE

- Fill in the mandatory online visa application form in 'Applyvisa'.**
- Reserve the EUR60 visa application fee with a credit card in 'Applyvisa'.**
- A signed cover letter from 'Applyvisa'.**
- A passport photo** measuring 35mm x 45mm. The distance from your chin to the top of your head should measure between 30mm and 36mm. The photograph should bear a close resemblance to your current appearance and you should be facing the camera directly.
- Lodge your application in person.**
- Allow for your biometric identifiers** (ten fingerprints and a photograph) to be collected at the time of lodgement (if not already collected by a Schengen country in the last 59 months, in which case only a well-resembling passport photo is required).
- Passport/travel document** valid for minimum three months after the departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.
- Valid travel medical insurance** (policy and table of benefits/PDS) to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. The minimum coverage shall be EUR 30 000. **Please note: the minimum of EUR 30 000 also applies to repatriation of mortal remains in case of death. Please specifically check insurance PDS for details of this!** Travel medical insurance must be taken out in applicant's country of residence – policies from other countries are not accepted.
- Pay the applicable service and courier fee to the visa application centre.**

Supporting documents

- Proof of financial means in Fiji** Bank statement covering minimum last 3 months in applicant's name. **ONLY** if expenses are NOT covered by the employer or host.
- If married or in a partnership**, provide copy of a marriage certificate or registered partnership
- A preliminary reservation** of return or round ticket(s) in and out of the Schengen region.
- A document from the establishment providing the accommodation** or any other appropriate document indicating the accommodation envisaged.
- Proof of residential address in Fiji** (e.g. copy of driver licence, a utility bill, a bank statement or the likes).
- Invitation from the conference host OR registration receipt from conference**
- Letter from your employer/university stating:** 1. your employment status in the company/enrolment status at the university, 2. the purpose and duration of the trip, 3. if the employer/university is covering any of the expenses for the trip and, 4. if you are covered by the company's/university's travel medical insurance

PLEASE NOTE: The Embassy of Bangkok requests you to hand in the missing/required documentation within 5 days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you chose to send the missing documentation by email to: info.jvac-au@vfshelpline.com, it will be via an unencrypted connection.

<u>Date and City</u>	<u>Applicant's signature</u>	<u>Passport number</u>	<u>VAC Officer (Name)</u>