

SCHENGEN VISA TO SWEDEN

PURPOSE – BUSINESS/MEDICAL/POLITICAL/CULTURAL REASONS

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 the VFS Global Centre or to 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 original passport - biodata page must be attached to your application**
- ☐ **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.

➤ **MINORS (person under 18 travelling alone or with only one parent)**

- ☐ An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or the parents/legal guardians may lodge the application and authorisation in person.
- ☐ The minor's birth certificate (photocopy).

MANDATORY DOCUMENTS FOR VISIT - BUSINESS

- ☐ **Proof of socio-economic situation (one or more of the following documents)**
 - ☐ Job letter indicating the duration of recruitment, responsibility, and salary
 - ☐ Copy of labour contract, employment certificate
 - ☐ Proof of social ties: *Kartu Keluarga* (family card), birth certificate, etc.
- ☐ **Plane ticket** - copy of the flight reservation and travel itinerary
- ☐ **Letter of the Indonesian company introducing the businessperson**, purpose and duration of the visit(s), financial cover of the visit, short company profile.
- ☐ **Invitation from the company that will be visited**. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the invitation.
- ☐ **If the purpose of the visit is to attend commercial fairs or congress**, letters of invitation from the organisation of this events or invitations to attend them and list of participants.
- ☐ **Any appropriate document indicating the accommodation envisaged or proof of sufficient means to cover the accommodation.**

MANDATORY DOCUMENTS FOR VISIT – MEDICAL TREATMENT

- ☐ **Letter from a physician or a hospital in the Schengen area confirming the appointment;** and confirming as well the necessity of treatment at that hospital or clinic, and
- ☐ **Proof of medical insurance or proof of payment for medical treatment.** The applicant must present documents that prove that he has enough economic means to pay the medical treatment in its country of destination.

ADDITIONAL DOCUMENTS FOR VISIT – POLITICAL/SCIENTIFIC/CULTURAL REASONS, TO ATTEND SPORT EVENTS OR FOR RELIGIOUS PURPOSES

- ☐ **Letter of invitation** from the inviting entity in the Member State of destination in which it is stated the name of the organisation, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation.

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

- ☐ **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/idn/en/swe/> or email info.swd@vfshelpline.com

Contact number +62 21 5095 7975

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)