

SCHENGEN VISA TO SWEDEN PURPOSE - BUSINESS OR CONFERENCE

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 in English or Swedish on the day of application. Documents in other languages than English or Swedish shall be accompanied by a translation from an authorized translation bureau. 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 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

- Copy of national registration card**
- Copy of household register** (family member list)
- Proof of occupation**
 - ***If employed*** – a company registration and statement of employment, indicating the number of vacation days granted, the position in the company, and the monthly salary
 - ***If self-employed*** – evidence of business ownership (company registration)

➤ **MINORS (below 18 years of age) travelling without legal guardian(s)**

- Birth Certificate**
- Proof of custody, (e.g. marriage certificate, divorce certificate, registration of residence)**
- If travelling alone: written consent of the non-travelling parent/legal guardian**
- Copy of bio data page of parent (s) or legal guardian's passport**
- if travelling with only one parent: written consent from non-travelling parent or legal guardian- legalized by legal entity (e.g. municipal registration office or court)**

ADDITIONAL DOCUMENTS FOR VISIT – BUSINESS OR CONFERENCE

- Invitation letter** in original from the business associate or company in the Member States, stating the purpose, financial cover and the length of the visit (in original and written on company letterhead paper)
- Original certificate of employment** or equivalent from the company or organization in Myanmar - stating position, length of employment, salary, purpose and duration of the trip, and who will absorb the expense for the visit

- Trade fair entry tickets** and an invitation stating purpose and duration of the trade fair (if relevant)
- Bank statement** of the last three months from the entity that is covering the cost of the trip.
- Copy of hotel reservation** if accommodation is not provided by the inviting company, as stated in the invitation letter.

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)

PROCESSING TIME

The processing time is 15 working 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/mmr/en/swe/> or email info.seygn@vfshelpline.com

Contact number +95 9 795020279

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 any documents.

FOR VFS USE ONLY

Comments from VFS officer (if any)