

BUSINESS AND CONFERENCE VISA CHECKLIST		YES	NO	NOTE
1	Application for Schengen Visa (No. 119031) attached with 1 photograph not older than six months with white background (3.5cm/4.5 cm). Please explain the purpose of your visit.			
2	Original and copy of passport or some other valid travel document. If passport has been extended please enclose a copy of this page & copy of the observation page (if any).			
3	Previous Passports available – irrespective of their condition (In case lost – a note is required).			
4	Personal invitation from the inviting company or entity or from the company or organisation providing the service, containing the following information: - the purpose of the trip ☐ - guarantee of coverage of expenses, if borne by the inviting company or entity host) or, confirmation of payment of expenses by the applicant ☐ - any other documents that may prove the purpose of the visit (e.g. business correspondence proving the existence of a business relationship) ☐ - confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees as applicable ☐			
5	Civil servants travelling for work: - the original travel order and for diplomatic, official or service passports, the original <i>Note Verbal</i> from the Ministry of Foreign Affairs.			
6	Evidence of accommodation for the whole duration of the intended journey as applicable: - hotel reservation or rental of holiday home ☐ - confirmation of accommodation provided by inviting company if travelling for the purpose of business ☐ - campus reservation ☐			
7	Flight reservation for a return ticket. If travelling to several Schengen States, Proof of intra-Schengen flight reservation, train itinerary or car rental.			
8	Copy of Valid Nepalese Citizenship Certificate (ID card) along with the translation.			
9	Copies of Marriage Certificate and Birth Certificates of children (alternatively: Certificate of Relationship) along with the translation.			
10	For Non-Nepalese nationals: - proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States. - copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned.			
11	Documentary evidence of the applicant's professional activity: Employees: letter from employer stating monthly salary, duration of employment and approval of leave. ☐ Student: letter confirming enrolment in the college /university. ☐ Self-Employed: PAN (Permanent Account Number) registration and bank statements covering the last 6 months/ company registration proof. ☐ Retired: Pension statement for the last 3 months or proof of regular income generated by ownership of property or business. ☐			
12	Evidence of sufficient means of subsistence for the type and length of stay planned: - Bank statements stamped and signed by the bank covering the last 6 months and, if applicable ☐ - any other document that may provide information about the applicant's solvency, such as proof of property ownership ("<i>Lalpurja</i>") and tax clearance ☐			
13	Is applicant's travel accompanied? If Yes, mention number and names of co-travelers.			

Note: Applicant might be asked for additional documents or might be called for an interview if required by The Embassy of Sweden, New Delhi.

- The visa fee, according to the Schengen regulations, is non-refundable.
- Affidavit will not be considered as a document of evidence by the Embassy of Sweden.

REMARKS

I acknowledge that if I submit my visa application with a proposed travel date that falls within 15 calendar days of the standard processing time, the Embassy may not be able to process my application in time. As a result, the application may be rejected or written off by the Embassy.

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :