

**SWEDEN / FINLAND – CHECKLIST FOR BUSINESS VISIT**

<b>DOCUMENTS TO BE PROVIDED BY ALL VISA APPLICANTS</b>	<b>YES</b>	<b>NO</b>
Signed application form, correctly filled in English.		
One recent passport size photograph not older than three months, with a white background, not stapled with full face. * Only required when not applying in person		
Original passport valid for three months after the intended departure from the territory of the Schengen States and 1 copy of all relevant passport pages (data page, pages containing previous Schengen visas, US and UK Visas). The passport must contain at least two blank pages and have been issued within the previous 10 years.		
Original medical insurance (and one copy of it) with a minimum coverage of €30,000, covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reason, urgent medical attention, emergency hospital treatment or death during stay.		
If the passport does not state the place of birth, a copy of ID card and a birth certificate must be submitted.		
Original letter from employer/sponsor in Saudi Arabia stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce. The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. The letter from the sponsor must include the name and contact details (including mobile phone number) of the responsible person from the company. <b>For self-employed:</b> valid original trade license and one copy thereof with translation.		
Copy of flight/travel reservation/s including details of the itinerary and the flight reservation number.		
Hotel reservation covering the intended stay.		
Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. In addition, documents which show the existence of trade relations or relations for work purposes. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned.		
<b>ADDITIONAL DOCUMENTS - SAUDI NATIONALS</b>	<b>YES</b>	<b>NO</b>
Bank statement for the last 3 months including the current balance to be stamped by the bank, A credit card copy can only be accepted along with a credit card statement include the limit amount and the current balance amount to be stamped by the bank.		
<b>ADDITIONAL DOCUMENTS – FOR NON-SAUDI NATIONALS</b>	<b>YES</b>	<b>NO</b>
Bank statements (showing the regular monthly income/salary) for the past six (6) months or other verifiable evidence of sufficient means of substance during the intended stay.		
Iqama, valid for at least three months after the planned date of return and one copy thereof.		
Electronical Exit & Re-entry Visa, valid beyond the intended date of departure mentioning exact dates as per Gregorian calendar (Exit before .... /Return before ...) and expiration date of the Iqama.		
<b>ADDITIONAL DOCUMENTS – FOR CHILDREN (UNDER THE AGE OF 18)</b>	<b>YES</b>	<b>NO</b>
For minors traveling without their parents/legal guardian, it is required an original authorization signed by their parents/legal guardian and a copy of passport(s) of parents/legal guardian. Furthermore, it is required that both parents/legal guardians must be present and sign the application form for the minor.		

Please note:

- A basic rule is that ALL documents should be submitted in original and in English
- The Embassy of Sweden assesses and decides all visa applications. The VFS Application Centre staff are not employees of the Swedish Government and do not have the authority to assess or decide applications.
- VFS Global in KSA will charge a fee per application.
- A family member of an EU/EEA citizen who is exercising their right of free movement in accordance with Directive 2004/38/EC is exempt from paying the application fee for Schengen visa.

Remarks: \_\_\_\_\_  
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[ ] I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application, assuming all the responsibility if my application is not processed in time.

[ ] I am aware that my application does not comply with the above stated list of requirements, which may result in a visa refusal.

Date: \_\_\_\_\_ VFS Officer's signature: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_