

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

<b>Documents to be provided by all visa applicants</b>	<b>YES</b>	<b>NO</b>
1. Application form correctly filled in English and signed.		
2. One recent passport size photograph not older than three months, with a white background not stapled, full face. <b>* Only required when not applying in person*</b>		
3. 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.		
4. 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.  <b>The insurance cannot state that it excludes coverage related to COVID, Communicable diseases or state that the COVID cover benefit is limited limit up to 7,500 SAR</b>		
5. 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: <b>For self-employed:</b> valid original trade licence and one copy thereof with translation		
6. Copy of flight ticket or flight reservation, including return flight and the reservation number.		
7. Proof of accommodation, (Hotel reservation. Rental contract or apartment details.).		
8. 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 - For 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.		
• Valid Saudi ID card (Family ID in case the passport does not state the place of birth).		
<b>Additional Documents - For Non-Saudi Nationals</b>	<b>YES</b>	<b>NO</b>
• Bank statement or wage specification for the past 6 months.		
• Iqama, valid for at least three months after the planned date of return and one copy thereof.		
• Exit & Re-entry Visa, valid beyond the intended date of departure		
<b>Additional Documents - For Children (Under 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 to be present when submitting the minor's application and both sign the application form.		

**Please note:**

- A basic rule is that **ALL** documents should be submitted in original and in English language.
- VFS Global in KSA charge a fee of 127 SAR per application, over and above the visa fee of 340 SAR, for their services.
- A family member of an EU / EEA citizen does **NOT** pay an application fee for Schengen visa except from the VFS service fee.
- 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.

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ 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. Missing documents should be provided within **5 days** after which a decision will be taken based on the available documents, which may result in a visa refusal.

**Date:** \_\_\_\_\_

**VFS Officer's signature:** - \_\_\_\_\_

**Applicant's signature:** - \_\_\_\_\_

☐ *Signed by a representative*