



BELGRADE, SERBIA – SWEDEN

HARMONIZED LIST OF REQUIRED DOCUMENTS FOR A SCHENGEN VISA

Name: _____ Passport number: _____ Purpose of visit: _____		Contact No: _____ E-mail: _____		
REQUIRED DOCUMENTS		YES	NO	REMARKS
1.	Completed, dates and signed Schengen visa application form			
2.	1 color photograph not older than six months			
3.	Documents from the inviting person in Sweden: <ul style="list-style-type: none"> - Invitation or guarantee (Inbjudan) according to national legislation of the particular Schengen state. <ul style="list-style-type: none"> ▪ dated and signed by the invitee not older than 3 months ▪ specifying the purpose and the exact dates of the trip ▪ details of the inviting and the invited person 			
	- Civic registration (Personbevis), not older than 3 months. Such a document for the purpose of an invitation may be ordered from the Swedish Tax Agency.			
	- Passport copy of the person in Sweden			
	- If the friend or relative in Sweden will pay the costs for the visit in Sweden, you should enclose evidence of your friend's or relative's sufficient means of subsistence e.g. <ul style="list-style-type: none"> ▪ the last 3 salary slips or ▪ bank account statements on the account turnover of the last 3 months 			
	Civil status certificates (not older than 6 months)			
	<ul style="list-style-type: none"> - birth certificate - marriage certificate (when applicable) - death certificate (for widows/widowers) 			
For non-Serbian nationals				
	- Proof of residence permit in Serbia (sticker or plastic card), valid for a period of at least 3 months after return.			
	- If the purpose of Serbian residence permit is ownership of property, proof of valid contract or title deed.			
	Employees <ul style="list-style-type: none"> - Declaration of the employer stating the present employment, and indication of monthly salary amount 			



5.	- approved leave or days-off for the intended travel, with exact dates			
	- Employment contract (mandatory)			
	- Salary slips for last 6 months (or bank statement)			
6.	CROSO printout of (optional): - Uverenje o podacima sadrzanim u jedinstvenoj bazi Centralnog registra (central register concerning current employment) and, where requested www.croso.gov.rs			
	- Uverenje o istoriji prijava (certificate of former payroll tax and social fees paid)			
7.	Individual entrepreneurs - APR registration printout https://apr.gov.rs/			
	- Proof of paid taxes			
	- Proof of business account (bank documents).			
	- Proof of activity of the company: service or supply contracts, invoices or cash receipts proving effective business turnover in the last three months.			
8.	Students - Letter of enrolment from school/university/faculty/kindergarten with establishment in Serbia. - Copy of index (page with last exam and first page)			
	Retired person - Pension slip or copy of bank account of last 6 months			
10.	Minors (both parents must be present) If minor travels alone or only with one parent or legal guardian: - Birth certificate of the minor.			
	- Notarised consent from the holders of the parental authority (both parents) and/or of the legal guardian given in authenticated form (notarised).			
	- Copy of the passports/ ID of the parents/ legal guardians passports/ ID.			
	If minor travels with both parents or legal guardians: - Birth certificate of the minor and copy of the passports of the parent(s) or legal guardian.			
	- If one of the parents/guardians is already in possession of a valid Schengen visa: clear colour copy of the valid Schengen visa and travel itinerary with the names of all travellers.			
	- If one of the parents/legal guardians does not require a Schengen visa: colour copy of the holder page of the said passport and travel itinerary with the names of all travellers.			
- If one of the parents/legal guardians has passed or one of the parents/legal guardians has sole custody: photocopy of death certificate of the deceased or judicial verdict of the custody.				



11.	Tourism - Proof of hotel booking or other paid accommodation (covering entire period in the Schengen area) and travel plan.			
12.	Other travel purposes (e.g. sports, cultural events) - Invitation from the inviting party in Sweden			
13.	Travel insurance - Travel insurance issued by the companies in the country residing - valid for the entire period of the trip (number of days and date) and valid for Schengen - containing a minimum coverage of 30.000 € for urgent medical treatment and repatriation			
14.	Copy of passport - Information page			
	- All previous Schengen visas			
	- Pages with arrival and departure stamps from Schengen countries.			
15.	- Original internal passport and copy for review – Russian citizens			
	- Return ticket reservation			

Information for the applicant on terms and conditions:

- The application must be submitted **15 calendar days before the start of the intended visit**. Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary.

Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!

- All submitted documents must be in English or in Swedish.
- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.

Declaration – Applicant and VFS staff to sign (please tick relevant section)

Applicant's documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant.
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.
3. Name & Signature of the Submission officer at VFS:

I (name of applicant in box letters), _____, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.