



UAE - document checklist – BUSINESS

Documents		Yes	No	Remark
1	Schengen visa application form <ul style="list-style-type: none">- Printed, completed and signed by each applicant- Application form can be downloaded in English or in Swedish through the following link: Application for Schengen Visa / Ansökan om Schengenvisering			
2	Photograph <ul style="list-style-type: none">- Not older than 6 months- White background- Passport photo, size 35 mm x 45 mm- Clear facial features, head shown in full and centred- For photo specifications, please refer to the following website: Visa Information			
3	Original passport / Travel document <ul style="list-style-type: none">- Valid at least 3 months after the intended date of departure from the Schengen area- Minimum 2 blank pages- Issued within the last 10 years- Contains a signature of the passport holder- A recent copy must be submitted <p><u>Optional:</u> Copy of previous Schengen visas including entry and exit stamps</p>			
4	Valid UAE residence permit and Emirates ID <ul style="list-style-type: none">- Valid at least 3 months after the intended date of departure from the Schengen area- A copy must be submitted			
5	Copy of flight ticket or flight reservations <ul style="list-style-type: none">- Must include return flight- Should align with the accommodation booking and travel insurance coverage period			
6	Proof of accommodation <ul style="list-style-type: none">- Hotel reservation or, proof of rental or, ownership of real estate in the Member State(s) of destination or, confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs			
7	Verifiable proof of financial means <ul style="list-style-type: none">- Bank account statements for the last 3 months, or any other verifiable evidence of sufficient means of subsistence during intended stay, e.g. payslips			



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8	<p>Employment letter / NOC</p> <ul style="list-style-type: none">- stating salary, employment details and date of joining- stating dates of approved leave and the purpose of visit- should be printed on company's letterhead, signed by an authorized signatory and show the position of signatory- showing address, telephone number and e-mail of the employer <p>For self-employed applicants:</p> <ul style="list-style-type: none">- Valid trade license			
9	<p>Travel medical insurance</p> <ul style="list-style-type: none">- The coverage must be valid for the entire period of the intended stay- Must be valid for all Schengen countries- The minimum coverage of the policy must be 30 000 EUR			
10	<p>Invitation</p> <ul style="list-style-type: none">- Invitation letter from a company or, organization to attend a meeting, conference or event, or other documents showing the existence of trade relations or relations for work purposes- The invitation letter shall include information on the length, purpose of the visit, financial arrangements and planned business activities- Should be printed on company's letterhead, signed by an authorized signatory and show the position of signatory			

*The Embassy of Sweden in Amman may request additional information or documents, and if deemed necessary, conduct an interview with the applicant by telephone or in person.



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Information for the applicant on terms and conditions

- The application must be submitted 15 days before the start of the intended visit.
- All documents should be submitted in Swedish or English and in A4 format.
- All requirements must be completed and met when submitting the application. Otherwise, the application will be considered as incomplete.
- If applicant insists to submit an incomplete application, this may lead to a refusal of the visa application.

Declaration – Applicant and VFS staff to sign (please select relevant option)

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 he/she has chosen to proceed with the application.

Name and signature of the VFS staff member

Name and signature of the applicant

Place and date
