



EMBASSY OF SWEDEN

Abu Dhabi

### Checklist for Official and Business visit application – Sweden

Documents to be submitted		Yes	No	Remark
1.	Application form filled in completely and signed by each applicant			
2.	One recent passport size colour photograph. The photo must be: full face (facing the camera directly with your eyes looking straight at the camera); in colour with a light background; no more than six months old and resemble you; you must be uncovered, unless religious reasons.			
3.	Original passport must be submitted and duly signed in front of competent authorities. The passport must be valid for at least 90 days from the expiry date of the entry visa. The validity of the passport must not exceed 10 years. Two copies of the bio page and copies of all previous Schengen visas.			
4.	Valid UAE residence visa, valid for 3 months beyond the intended date of departure from the territory of the Member States			
5.	Copy of travel arrangements and booked return (flight details)			
6.	Copies of bank statements, last 3 months			
7.	Confirmation letter in original (English) from the employer, stating salary, applicant's current employment details and date of joining the company. The letter should also specify the dates of approved leave and state the purpose of visit. The letter should be printed on the company's letterhead and signed by the authorized signatory, and mention the name and position of the signatory			
8.	If the applicant is the owner of the company, copy of the trade license			
9.	Hotel reservation / accomodation proof			
10	Invitation letter from the business partner in Sweden – mentioning duration of the visit / stay, purpose and financial arrangements of the stay			
11	If the Swedish company is small or medium sized, documentation from the Swedish tax authorities is requested			
12	All applicants must provide proof of travel insurance & medical insurance valid for the trip, valid for all Schengen countries and having a coverage amounting to EUR 30,000/-			



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### Information for the applicant on terms and condition

- The application must be submitted 15 days before the start of the intended visit.
- All documents should be submitted in Swedish or English
- All requirements must be completed and met when submitting the application. The Embassy will consider the application complete once it has been lodged and start processing it.
- If applicant insists to submit an incomplete application, it will affect the Embassy's decision to be negative

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

Applicants 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 s/he has chosen to proceed with the application.

\_\_\_\_\_ Name & Signature of the Submission officer

- \_\_\_\_\_ Applicant's Signature

\_\_\_\_\_ Date

### Internal Use

\_\_\_\_\_ Name & Signature of the Biometric officer

\_\_\_\_\_ Name & Signature of the Data Entry officer