

Application for a Schengen visa – Checklist

Effective 2023-01-10

Name: _____ Passport number: _____	Telephone number: _____ E-mail address: _____																																								
General requirements for all applicants																																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 20%;">REMARK</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; text-align: center;">1.</td> <td colspan="3"> Application form Completed & signed application form, in English (form no. 119031) or Swedish (form no. 118031). </td> </tr> <tr> <td style="text-align: center;">2.</td> <td colspan="3"> Passport photo (only applicable for applicants who have had their biometrical data collected for a Schengen visa within the past 59 months and applicants below 12 years old). One passport size photo. 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Documents to be submitted depending on the applicant's occupation				
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	For employees: <ul style="list-style-type: none"> - Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated. - Pay slips for the last three months. 			
	For unemployed, pensioners etc.: <ul style="list-style-type: none"> - Any other proof of establishment in the country of residence, e.g. proof of family ties, proof of regular income etc. 			
	For self-employed: <ul style="list-style-type: none"> - Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company. - Self-assessment form edited by revenue and customs authorities. 			
	For students: <ul style="list-style-type: none"> - Recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record. 			
	For minors (children below 18 years): <ul style="list-style-type: none"> - A birth certificate. For minors travelling alone or with only one parent: <ul style="list-style-type: none"> - Original passports of both parents, or certified copy of the biodata page of the passports. - Proof of consent of parental authority or legal guardian. - British school certificate - If applicable, documents to prove that only one parent has the sole custody such as birth certificate mentioning one parent, death certificate of absent parent, or court ruling. 			
Documents to be submitted depending on the purpose of travel				
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	Business: <ul style="list-style-type: none"> - An invitation from a firm or an authority to attend meetings, conferences, or proof of registration for events connected with trade, industry or work; - other documents that show the existence of trade relations or relations for work purposes; or - entry tickets or registration for fairs and congresses. 			
	Study or professional training: <ul style="list-style-type: none"> - A certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training; - student card or certificate of the courses to be attended; - documents in relation to accommodation, or proof of sufficient means to cover the accommodation; and - internship agreement, if relevant. 			
	Tourism: <ul style="list-style-type: none"> - Confirmed hotel booking for the full stay in the territory of a Member State or proof of sufficient means to cover accommodation during the intended stay; or - booking confirmation of a tour or any other appropriate document, such as the list of persons taking part in the tour. 			
	Family/Friend visit: <ul style="list-style-type: none"> - Copy of the biodata page of the passport/national identification card of the host in the Member State, and if applicable, copy of the host's residence permit; - proof of (family) relationship; and - Completed and signed invitation form ("Invitation – Before application for a Schengen visa, form no. 241011 [English] or form no. 240011 [Swedish] with relevant attachments). 			
	Medical treatment: <ul style="list-style-type: none"> - An official document of the medical institution confirming the necessity of medical care in that institution; - proof of pre-payment of medical treatment; or - proof of sufficient financial means to pay for the entire medical treatment. 			