



REQUIRED SUPPORTING DOCUMENTS

General requirements for ALL applicants		Please tick off each required document		
		Yes	No	Note
1.	General			
a)	flight reservation and complete intended itinerary covering the whole intended journey throughout the territory of the Member States, including return;			
b)	for Zambian citizens: Copy of the National Registration Card;			
c)	for non-Zambians living in Zambia: Permit in Zambia valid at least three months beyond the applicants' intended departure from the territory of the Member States;			
d)	if the non-Zambian national does not intend to return to Zambia, the applicant should present proof that entry to his/her country of origin or any other third country is guaranteed.			
2.	Verifiable evidence of sufficient means of subsistence during intended stay	Yes	No	Note
a)	applicant's own means in Zambia:			
(i)	original bank account statements stamped by the bank showing movements over the last 3 months; or			
(ii)	formal obligation by a third person to cover the applicant's stay, including proof of identity and of financial means of that person (e.g. bank account statements).			
b)	other verifiable evidence such as:			
(i)	if the applicant is employed: employment contract or recent employer statement, including information on monthly salary;			
(ii)	if the travel costs are covered by a company/organisation: Signed letter to that effect, certificate of registration, company bank statement of the past 3 months;			
(iii)	other means: Regular income, e.g. generated by property, social benefits.			
3.	Proof of integration into the country of residence	Yes	No	Note
a)	proof of employment/self-employment:			
(i)	if the applicant is employed: Recent letter from employer indicating the employment status of the applicant within the company as well as the duration of the contract and duration of employment, salary slips stamped by the company (or equivalent), NAPSA;			
(ii)	if the applicant is a company owner or self-employed: Certificate of registration of the company as well as company shareholder certificate from PACRA; tax return form.			
b)	proof of family ties: marriage certificate, birth certificate of the children of the applicant to prove ties to the home country. If applicable: proof of other special circumstances, e.g. nursing care of family member due to serious illness/disability etc.			
4.	If the applicant is minor	Yes	No	Note
a)	minor's birth certificate.			
b)	certified copies of ID/Passport of both parents including signature page.			
c)	the consent of a parent or legal guardian is required only if the minor is going to travel alone or with only one of the parents. Exceptions will be made, if the minor travels with the person who has exclusive parental authority.			
d)	if the child travels with only one parent, the other parent must produce a certified consent for the intended trip with dates and destination.			
e)	if only one parent has guardianship of the minor, the relevant court documents must be presented. See appendix III			

Additional requirements depending on the purpose of travel

1.	Tourism	Yes	No	Note
a)	proof of accommodation for the whole duration of the intended stay, throughout the territory of Member States: document from the hotel/establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property.			
b)	confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans, e.g. individual booking of planned activities, guided tours, event tickets.			
2.	Family or private visit	Yes	No	Note
a)	for family visits: proof of family ties with the referent/inviting person.			
b)	proof of accommodation for the whole duration of the intended stay in the territory of Member States:			
(i)	in case of stay at a private address of family or a friend: a written and signed invitation. Some Member States require that a specific form be used for the invitation letter. For others, the signature on this invitation should be legalised by the competent authorities. See appendix II.			
(ii)	other document from the hotel/establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property.			
3.	Business	Yes	No	Note
a)	invitation from a company or authority to attend a meeting, conference or event (including the purpose of invitation, the identity of invited person and the intended length of stay), or other proof of purpose of stay, e.g. entry ticket for fair/congress.			
b)	documents from employer confirming travel and showing purpose, business activities, applicant's position in the company.			
4.	Medical treatment	Yes	No	Note
a)	a certificate from a local medical institution in Zambia confirming the need of specific medical treatment to be provided in the destination country.			
b)	an official document of the medical institution in the Member State of destination confirming that it has committed to performing the specific medical treatment and that the patient will be accepted accordingly.			
c)	an estimate of the anticipated length of stay of the patient in hospital before being released to return to Zambia.			
d)	proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.			
5.	Research or training	Yes	No	Note
a)	certificate of enrollment at an educational establishment in the Member State of destination for the purposes of attending vocational or theoretical courses within the framework of basic and further training.			
b)	if applicable, work permit or other relevant permits in relation to the research or training.			
c)	letter of the institution sending the concerned applicant mentioning: the full address, telephone number of the school, reason and permission for absence, name and function of the person giving the permission.			
6.	Official purposes	Yes	No	Note
	A letter issued by the Zambian authorities confirming that the applicant is a member of the official delegation travelling to a Member State to participate in an event, accompanied by a copy of the official invitation.			

Invitation Forms		Appendix II		
1.	Belgium	Yes	No	Note
	a third national coming for a short stay must be in possession of €95.00 per day if he stays in a hotel and €45.00 per day when staying with a private person. The third country national who is not in possession of sufficient means of subsistence can rely on a guarantor. The Guarantee has to be sent to the Applicant by the host and it must be stamped by the Immigration Office (Federal Public Service Home Affairs).			
2.	Denmark	Yes	No	Note
	a completed VU 2 form (from the Danish Immigration Services).			
3.	France	Yes	No	Note
	a special guarantee form from the Commune and should be sent directly to the applicant in original. Please note: the Guarantee form for France needs to be submitted to the Embassy in original.			
4.	Netherlands	Yes	No	Note
	the guarantee form from Gemeent (Town Council).			
6.	Norway	Yes	No	Note
	the Guarantee should be obtained from UDI (Norwegian Directorate of Immigration) and signed and stamped by the police and then sent to the applicant in original. Please note: the Guarantee form for Norway needs to be submitted to the Embassy in original.			
7.	Estonia, Finland, Iceland, Latvia, Luxembourg, Poland, Portugal, Spain, Sweden and Switzerland	Yes	No	Note
	the person whom you plan to visit (your reference/host person) must fill out a special form – (Invitation, no. 241011 in English), or (Inbjudan, no. 240011 in Swedish). <i>(Replace Sweden* with the applicable Schengen country to be visited where it appears on the form)</i>			

Visa applications for minors		Appendix III		
1.	Signatures	Yes	No	Note
a)	Minors shall submit an application form signed by a person exercising permanent or temporary parental authority, or legal guardianship.			
b)	If the Schengen Visa Application form has not been signed by a person exercising permanent or temporary parental authority, or legal guardianship, then the application will not be assessed by the Embassy.			
2.	Parental authority/Legal guardianship	Yes	No	Note
	Persons exercising parental authority are the biological parents and/or adoptive parents whom have been given parental authority through a juridical process. Legal guardianship may be obtained via a Committal Order. To obtain a Committal Order please contact your local Department of Social Welfare. The Department of Social Welfare will process your application in the Court. The processing time, according to Zambian authorities, is one to four weeks.			
3.	License to Travel	Yes	No	Note



Embassy of Sw



Lusaka

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