



EMBASSY OF SWEDEN

Nairobi

2023-12-05

Business and Conference – South Africa

	Required documents for residents in South Africa travelling to Sweden/Estonia	Check
	Application for Schengen Visa –application form completed and signed.	
	Passport: <ul style="list-style-type: none">• Original passport valid for travel to Sweden. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years.• Complete photocopies of original passport, except blank pages.• Previous passport in original if a new passport has been issued within the last year.	
	Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable).	
	Individual medical travel insurance valid in all Schengen countries for the duration of the stay, covering the costs of at least EUR 30,000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background.	
	Applicants who submitted fingerprints in a previous application and <u>were granted a Schengen visa within the last 59 months</u> are <u>exempted</u> from resubmitting a new fingerprint.	
	Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States.	
	For non-South African nationals: South African residence permit or proof of legal stay in any other country within the Embassy’s coverage area, valid at least three months beyond the planned stay in the territory of the Member States.	
	If the applicant does not intend to return to South Africa but goes either to his country of origin or any third country, a reasonable proof of intention is required e.g. contract of employment for the country of destination, or proof of enrolment in university/school or a rental agreement.	
	Proof of sufficient means of subsistence during the intended stay; bank statement not older than 3 months.	
	If traveling for business a letter of guarantee from the inviting company. The signed invitation letter must clearly identify the host and the invitee (name, address, date of birth, official identification number, occupation and permanent residence), the purpose of the visit, length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form which can be found on VFS website.	
	Proof of employment:	

	<ul style="list-style-type: none"> - A letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation etc. - if self-employed: a recent certification from the SA Companies and Intellectual Property Commission (CIPC) and a current Tax Certificate from SARS (South African Revenue Services) - if student: letter from institution/confirmation from school/college/ university in South Africa certifying the student status of the applicant 	
	For participation in conferences: a proof of registration and payment.	
	For persons attending exhibitions and fairs: document proving the participation of the applicant in the event.	
	<p>For other events: an invitation from the host or a company in the Member State of destination. The invitation should include:</p> <ul style="list-style-type: none"> - clear identification of both parties, the inviting entity as well as from the invitee - the nature / purpose, duration and location of the event - applicant's role in the event and the link between the host and the invitee - 	
	If expenses are covered by the host this needs to be clearly stated in the invitation letter or <i>note verbale</i> , as appropriate.	
	Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties in South Africa, such as marriage certificate, title deeds or lease agreements.	

Please note:

- Applications can be submitted up to 6 months before the intended travel and **not less** than 15 calendar days before the intended travel. Please note that the days are counted from when the Embassy has received the application and **not** when the application was submitted at VFS Global. The transportation time between the application centers and Nairobi is published on the website of VFS Global.
- The handling time may take up to 15 days (counted from when the Embassy has received a complete application) but may take up to 45 days, if verification of documents or an interview needs to be conducted or such.
- All submitted documents must be in English or in Swedish.
- An interview may be required at the Embassy or by phone.
- Further information or documentary evidence in support of your application may be required.
- All documents are mandatory. If documents are not submitted at the time of application, they may be sent within **2 working days** to the following email address: ambassaden.nairobi-visum@gov.se. If mandatory documents, as stated in the checklists, are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), _____, 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.

Signature: _____ Telephone: _____

Email: _____ Checked by (VFS Staff initials) _____

Date: _____