



**Business and Conference – Tanzania**

	<b>Required documents for residents in Tanzania travelling to Sweden/Iceland</b>	<b>Check</b>
	Application for Schengen Visa –application form completed and signed.	
	Passport: <ul style="list-style-type: none"><li>• 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.</li><li>• Complete photocopies of original passport, except blank pages.</li><li>• Previous passport in original if a new passport has been issued within the last year.</li></ul>	
	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 are exempted</u> from resubmitting a new fingerprint.	
	Flight reservation/round trip booking.	
	For non-Tanzanian citizens: proof of legal stay in Tanzania (valid residence permit for Tanzania) or proof of legal stay in any other country within the Embassy’s coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States.	
	For employees: a signed and stamped introduction letter from the applicant’s employer, with at least the following information: <ul style="list-style-type: none"><li>- address and contact details of the employer</li><li>- period/duration of stay</li><li>- purpose of stay</li><li>- name and position of countersigning officer</li></ul>	
	For students: student card or signed and stamped copy of his/her enrolment at the educational establishment in question.	
	For business owners: BRELA (Business Registration and Licensing Agency) registration certificate for Tanzania Mainland or BPRA (Zanzibar Business and Property Registration Agency) registration certificate for Zanzibar and/or TIN certificate, plus proof of active business.	
	Proof of a hotel reservation, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant’s accommodation costs for the whole duration of his/her intended stay in the Schengen area.	
	Proof of sufficient means of subsistence for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.	

	If supported by another family member/spouse: additional proof of kinship (birth certificate/marriage certificate).	
	A letter of invitation. This must be written by a company/organisation located in the Schengen country, mentioning: <ul style="list-style-type: none"> <li>- address and contact details of the company</li> <li>- period/duration of stay</li> <li>- purpose of stay</li> <li>- name and position of countersigning officer</li> <li>- the nature of the business relationship between the host company and the applicant/applicant's company</li> <li>- proof of enrolment in seminar/conference/workshop (if applicable)</li> </ul>	
	If attending a conference: <ul style="list-style-type: none"> <li>- name</li> <li>- location</li> <li>- contact person for that conference with a registration or invitation and proof of receipt of payment</li> </ul>	
	If a company is inviting the applicant: a copy of the certificate or registration/business licence of the inviting company.	
	<b>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 Tanzania, such as marriage certificate, title deeds or lease agreements.</b>	

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](mailto: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: \_\_\_\_\_