



**Business & Conference – Zambia**

	<b>Required documents for residents in Zambia travelling to Sweden, Belgium, Denmark, Estonia, Finland, Iceland, Latvia, Luxemburg, Norway, Poland, Portugal, Spain, the Netherlands &amp; Switzerland.</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</u> are <u>exempted</u> from resubmitting a new fingerprint.	
	Flight reservation and complete intended itinerary, covering the whole intended journey throughout the territory of the Member States, including return.	
	For Zambian citizens: Copy of the National Registration Card.	
	For non-Zambian nationals: Zambian 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 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.	
	Verifiable evidence of sufficient means of subsistence during intended stay: <ul style="list-style-type: none"><li>- original bank account statements stamped by the bank showing movements over the last 3 months</li><li>- 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)</li><li>- 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</li><li>- other means of regular income, e.g. generated by property, social benefits</li></ul>	
	Proof of integration into the country of residence: <ul style="list-style-type: none"><li>- 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</li></ul>	

	<p>and duration of employment, salary slips stamped by the company (or equivalent) and NAPSA certificate</p> <ul style="list-style-type: none"> <li>- 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</li> </ul>	
	<p>Proof of family ties:</p> <ul style="list-style-type: none"> <li>- marriage certificate, birth certificate of the children of the applicant to prove ties to the home country.</li> <li>- if applicable: proof of other special circumstances, e.g. nursing care of family member due to serious illness/disability etc.</li> </ul>	
	<p>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.</p>	
	<p>Documents from employer confirming travel and showing purpose, business activities, applicant's position in the company.</p>	
	<p><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 Zambia, such as marriage certificate, title deeds or lease agreements.</b></p>	

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: \_\_\_\_\_