



Business & Conference – Zimbabwe

	Required documents for residents in Zimbabwe travelling to Sweden	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.	
	For non-Zimbabwean nationals: Zimbabwean 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.	
	Copy of flight ticket or flight reservation including return flight.	
	Proof of accommodation for the whole duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter.	
	Verifiable evidence of sufficient means of subsistence during intended stay such as: <ul style="list-style-type: none">- salary slips for the latest three months- recent personal bank statement or balance over last three months- regular income generated by property	
	Proof of employment: <ul style="list-style-type: none">- a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc.) If self-employed: <ul style="list-style-type: none">- a certification from Zimbabwe Registrar of Companies/Cooperatives and registration for taxation from Zimbabwe Revenue Authority (ZIMRA) is required. If student: <ul style="list-style-type: none">- Letter from school/college/university in Zimbabwe certifying the student status of the applicant.	

	<p>Written invitation from the inviting party containing the following information:</p> <ul style="list-style-type: none"> - the name and address of the inviting party - the name and position of the person signing the invitation - detailed information on the purpose of the visit - personal data of the invitee - the reason for visit to the Member State of destination and expected duration of stay - date and contact details 	
	<p>If attending a conference which requires prior registration: proof of registration and receipt for registration fee is required.</p>	
	<p>If you are attending an exhibition or fair, you will need to present a document proving the participation in the event.</p>	
	<p>If participation in other kinds of events, an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration, venue of the event, your role in the event and the link between you and the host.</p>	
	<p>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 Zimbabwe, such as marriage certificate, title deeds or lease agreements.</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. 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: _____