

SCHENGEN VISA TO SWEDEN PURPOSE – BUSINESS

NAME OF APPLICANT: _____ DATE: _____
(First Name and Surname in block letters only) (dd/mm/yy)

CHECKLIST

The following documents are required and should be submitted to VFS Global or the Embassy on the day of application. Photocopies must be clear and readable. Arrange your documents according to the list. Check the boxes to confirm the submission of your documents.

REQUIRED DOCUMENTS

- Schengen Visa Application Form** – must be completed and signed by the applicant.
- One recent unedited color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused.
- Original passport** – signed by holder, valid for 3 months after departure from the Schengen area and must have at least 2 unused pages. If your visa is approved, the visa will be affixed on the available page(s).
- Photocopy of the biodata page of your passport**
- Application fee payment receipt**
- Residence card of Japan (Zairyu Card)** – if the card expires within three months after your departure from the Schengen area, renew it and bring the new card. Otherwise, you need to bring the signed letter from your organization in Japan stating how long you will stay at the company/university.
- Flight confirmation from a travel agent/airline** – the flight booking must contain your name. You do not need to pay for the flight ticket at this stage, but you need a booking.
- Photocopy of Paid Travel Medical Insurance ('Kaigai Ryoko Hoken' in Japanese)**– should be valid for all Schengen states and cover the entire period of your intended stay or transit. It should cover the cost of emergency treatment and transport home from medical reasons. The minimum coverage shall be EUR 30,000.

➤ MINORS (below 18 years of age) travelling without legal guardian(s)

- Birth Certificate**
- Proof of custody, (e.g. marriage certificate, divorce certificate, registration of residence)**
- If the legal guardian(s) is/are not present at the time of submission of the application** – the original letter of consent from legal guardians, verified by legal entity (e.g. municipal registration office or court).

ADDITIONAL DOCUMENTS FOR VISIT – BUSINESS

- Invitation letter** in original from the business associate or company in the Member States, stating the purpose, financial cover and the length of the visit (in original and written on company letterhead paper).
- Copy of your hotel booking confirmation**
- A signed Guarantee Letter from your supervisor (organization) in Japan, with a company/university letterhead** explaining that they acknowledge your trip to Sweden and who pays for your flight/accommodation/other travel expenses.
- Original certificate of employment** or equivalent from the company or organization - stating position, length of employment, salary, purpose and duration of the trip, and who will absorb the expense for the visit.

- Trade fair entry tickets** and an invitation stating purpose and duration of the trade fair (if relevant)
- Bank statement** of the last three months from the entity that is covering the cost of the trip. It is exempted if the purpose is business, and the cost is paid by the company.

Applicants who have left their fingerprints within the last 59 months can submit their application through a third party via power of attorney without being present at the VFS in person only if the applicant is able to provide a copy of previous Schengen visa sticker. The following documents are required for submission together with the documents stated on this checklist.

- Previous Schengen visa sticker during the last 59 months**
- Power of attorney in original** – completed and signed power of attorney in Swedish/English given to a third party on the applicant's behalf stating the purpose required. Copy of ID must be provided from the third party together with power of attorney

Minors under 18 years old - only under special circumstances where the applicant is not required to show up in person, the application can be submitted through a third party with completed and signed power of attorney from the applicant's legal custodian in Swedish/English stating the purpose required. Copy of ID must be provided from the third party together with power of attorney. This only applies to minors who were already above 12 years old when they left their fingerprints for a Schengen visa application and was granted the visa. Applications cannot be submitted through a third party for minors between the age of 0-12 years.

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- Only applicable if biometrics has been obtained within the last 59 months and new biometrics is submitted.** VFS has informed me that it is voluntary to submit new biometrics, but I still choose to do so.
 - I decided to submit my application even though there are lacking documents. If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.**

(Signature of applicant and date)

Signature of legal custodian if minor is under 18 years old

PROCESSING TIME

The processing time is 15 days depending on the total number of applications per day and it may take longer in some cases.

For further information visit <https://visa.vfsglobal.com/jpn/en/swe/> or email info.swejp@vfshelpline.com.

Contact number +81 050 5433 7978.

IMPORTANT ADVISORY

- For minors under the age of 18, either the parents or the legal custodian must be present during time of application. If not, a power of attorney must be given from the parents/legal custodian to a third party stating the purpose required.
- Do not staple or glue documents.

FOR VFS USE ONLY

Comments from VFS officer (if any)