



BUSINESS VISA CHECKLIST		Yes	No
1	Application form for Business visa to be filled in completely and signed by the applicant.		
2	Two Recent (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm)		
3	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least one blank page to affix the visa		
4	Appendix A		
5	Appendix D		
6	A signed invitation letter from the Swedish company containing following detail:		
(a)	Name of the applicant invited		
(b)	Purpose of visit		
(c)	Days of the intended stay		
(d)	Dates of visit		
7	A Covering letter from the Indian organization or company containing following details:		
(a)	Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature certifying that you will be visiting the Swedish company concerned.		
(b)	An outline of the applicant's itinerary, purpose of visit names and addresses of the companies he/she intends to visit.		
8	Your company's registration certificate		
9	Proof of funds for stay/ Evidence of source of Financial support such as :		
(a)	Bank statement for last three months / Sponsor letter / Foreign exchange endorsed on the passport		
(b)	In case applicant is the proprietor / owner of the company, company's bank statement, company memo, partnership deed, establishment license or proprietorship etc are required.		
(c)	In case of visit being sponsored by the company, sponsorship letter with full details and bank statement for last three months of the company required.		
10	Hotel reservation		
11	Travel itinerary or copy of booking		
12	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.		
13	Medical Declaration		
14	Two Copies of first & last page of the passport to be submitted. . If passport has been extended please enclose a copy of this page		

Note: Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Sweden, New Delhi.

The visa fee, according to Schengen regulations, is non-refundable.

Validity for Insurance: From Till

Remarks: