



<b>CONFERENCE VISA CHECKLIST</b>		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	A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.		
5	Appendix A		
6	Appendix D		
7	<b>An invitation letter from the Swedish organizers containing following detail:</b>		
(a)	Name of the applicant invited		
(b)	Days of the intended stay		
(c)	Dates of visit		
8	<b>A Covering letter from the Indian organization or company containing following details:</b>		
	Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature certifying that you will be attending the conference		
9	Proof of payment of conference or exhibition fee to the Swedish organizers		
10	<b>Proof of funds for stay/ Evidence of source of Financial support such as :</b>		
(a)	Bank statement for last three months / Foreign exchange endorsed on the passport		
(b)	In case of visit being sponsored by the company, sponsorship letter with full details and bank statement for last three months of the company is required.		
11	Hotel reservation		
12	Travel itinerary or copy of booking		
13	<b>Overseas travel medical insurance</b> 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.		
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:**