

## SCHENGEN VISA TO SWEDEN PURPOSE – OFFICIAL DELEGATION

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 the VFS Global Centre or to the Embassy in English or Swedish on the day of application. Vietnamese documentation shall be accompanied by a translation in English by an authorized translation bureau and legalized. Arrange your documents according to the list.

Please note that the staff at the VFS Global Centre/Embassy cannot assist with translation or completion of forms.

### REQUIRED DOCUMENTS

- Schengen Visa Application Form** – must be completed and signed by the applicant
- One recent color photograph** is compulsory for children between the age of 0-12 years and 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** – 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 original passport**
- Application fee**
- Photocopy of Paid Travel Medical Insurance** – 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.

### GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- Proof of financial means**

Original bank account statements (company or individual) on the turnover during the last 3 (three) months together with

  - **If employed** – pay slips for the last 3 (three) months, labor contract or recent employer statement, and approval of holidays
  - **If company owner or self-employed** – certificate of company registration (must be no longer than 3 (three) months old, legalized by the competent local authority, and must be translated (translation must be legalized) in English/Swedish. Statement of taxes payment must also be submitted
  - **If applicant is retired** – pension statements
  - **Other means** – copy of remittances, credit cards, regular incomes generated by property
  - **If the applicant is sponsored and/or hosted in a private accommodation** – original invitation letter/guarantee letter, proof of sponsorship/private accommodation by means of national form, copy of the passport or national identification card of the sponsor/host, copy of residence permit (if sponsor/host is a foreigner), bank account statements on the turnover during the last 3 (three) months of the sponsor/host when his/her financial means are not proven otherwise
- Proof of lodging** – hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host
- Proof of integration into country of residence** – household registration record
- Documents regarding the means of transport** – flight reservation of return or round ticket (applicants are not advised to buy the flight ticket until a visa has been granted). The applicant will need to show proof of return travel when entering the Schengen Area

**ADDITIONAL DOCUMENTS FOR VISIT – OFFICIAL DELEGATION**

- Copy of the official invitation**
- Verbal note** issued by an authority concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the event(s).

*Applicants who have left their fingerprints **after 2014** 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 certain and is able to provide a copy of previous Schengen visa sticker and has left their fingerprints within the last 59 months (after 2014)**. The following documents are required for submission together with the documents stated on this checklist.*

**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.

- 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

---

**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. The processing time may take longer in some cases. For further information, please visit the website <https://visa.vfsglobal.com/vnm/en/swe/> or email [info.sevn@vfshelpline.com](mailto:info.sevn@vfshelpline.com). **Contact number: 84-28-3521-2002.**

**IMPORTANT ADVISORY**

- For minors under the age of 18, either the parents or the custodian must be present during time of application. If not, a power of attorney must be given from the parents/custodian to a third party stating the purpose required
- All documents from Sweden must be sent directly to the applicant not to the Embassy
- A written explanation letter should be provided if you cannot submit some of the required documents
- Please do not staple or glue any documents together.

**FOR VFS USE ONLY**

*Comments from VFS officer (if any)*