

SCHENGEN VISA TO SWEDEN PURPOSE – TOURIST IN SWEDEN

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. Thai documentation shall be accompanied by a translation from an authorized translation bureau. Arrange your documents according to the list.

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

- Schengen Visa Application Form** – must be completed and signed by the applicant
- One color photo (45mm x 35mm)** – with white background and not older than 6 months. Edited photos are not accepted
- Original passport** – valid for 3 months after departure from the Schengen country and must have at least 2 unused pages. If your visa is approved, the visa will be affixed on the available page(s). **A copy of your passport must be attached to your application**
- Previous passports and past visa stamps to the Schengen countries (if any)** – a copy of your previous passport(s) must be attached to your application
- Application fee**
- Original Certificate of Employment or equivalent (if applicable)**– stating position, length of employment, salary, and statement from the employer that the applicant is granted leave
- Self Employed (if applicable)** – present a copy of your company registration/certificate from DBD or stakeholder and proof of annual income
- Student (if applicable)** – certification of enrolment from school. If applicant is travelling during a school holiday, a certificate of enrolment is to be submitted to prove that the applicant is enrolled for the next school year/semester
- Proof of sufficient funds for the entire visit (if applicable)** – copy of bank book or bank statement for the past 3 months.
- Copy of Hotel Reservation** (applicants are not advised to confirm your hotel reservation until a visa has been granted)
- Copy of Roundtrip Airline Ticket Reservation** (applicants are not advised to buy the flight ticket until a visa has been granted) – note that your visa will be issued according to your airline ticket reservation if granted
- Copy of Paid Travel Medical Insurance** – should be valid for all Schengen states and cover the entire period of your intended stay or transit. The minimum coverage shall be EUR 30,000
- Travel Itinerary**
- Completed questionnaire –Tourist**

MINOR UNDER THE AGE OF 18

- Copy of the Birth Certificate of the child**
- Copy passport of both parents**
- Proof of Custody** – if the applicant is under the sole custody of one parent only, letter showing custody is required. The document needs to be in original and issued by the legal Thai authorities.
- Original Letter of Parental Consent** – written and signed by the both parents for the child to apply and obtain a Schengen visa. If the child is travelling with a third party, both parents must state their consent in this letter

- If the child is travelling with one of the parents** – a letter of consent signed from the other parent with a copy of their valid ID card/passport
- Letter from school showing that the child can be absent for the requested period**
- Copy of the Death Certificate (if applicable)** – if other parent is deceased

- I decided to submit my application even though there are lacking documents.
I am also aware that there is a risk in my visa application being rejected.**

(Signature of applicant and date)

APPLICATION FEE AND PROCESSING TIME

All applicants must submit their visa application and have their fingerprints captured in person.

1. If you apply at the VFS Global Center, **the processing time is 7-9 working days depending on the total number of applications submitted per day.** The processing time may take longer in some cases.

For further information, please visit their website <http://www.vfsglobal.com/sweden/thailand> or email info.seth@vfshelpline.com

Contact number +66 2 1187005

2. If you decide to hand in your application directly at the Embassy of Sweden, you need to book an appointment with the VFS Global Center at the contact number +66 2 263 9105. **The Embassy of Sweden accepts visa applications on Tuesday and Thursday only and the processing time is normally 2 weeks.**

For more information about the Embassy of Sweden, please visit our website at <http://www.swedenabroad.com/en-GB/Embassies/Bangkok/>

IMPORTANT ADVISORY

- **For minor 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 VFS Global Centre/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