

BUSINESS AND CONFERENCE VISA CHECKLIST		YES	NO	NOTE
1	Application for Schengen Visa (No. 119031) attached with 1 photograph not older than six months with white background (3.5cm/4.5 cm). Please explain the purpose of your visit.			
2	Original and copy of passport or some other valid travel document. If passport has been extended please enclose a copy of this page & copy of the observation page (if any).			
3	Previous Passports available – irrespective of their condition (In case lost – a note is required).			
4	Personal invitation from the inviting company or entity or from the company or organisation providing the service, containing the following information: <ul style="list-style-type: none"> - the purpose of the trip <input type="checkbox"/> - guarantee of coverage of expenses, if borne by the inviting company or entity host) or, confirmation of payment of expenses by the applicant <input type="checkbox"/> - any other documents that may prove the purpose of the visit (e.g. business correspondence proving the existence of a business relationship) <input type="checkbox"/> - confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees as applicable <input type="checkbox"/> 			
5	Civil servants travelling for work: <ul style="list-style-type: none"> - the original travel order and for diplomatic, official or service passports, the original <i>Note Verbal</i> from the Ministry of Foreign Affairs. 			
6	Evidence of accommodation for the whole duration of the intended journey as applicable: <ul style="list-style-type: none"> - hotel reservation or rental of holiday home <input type="checkbox"/> - confirmation of accommodation provided by inviting company if travelling for the purpose of business <input type="checkbox"/> - campus reservation <input type="checkbox"/> 			
7	Flight reservation for a return ticket. If travelling to several Schengen States, Proof of intra-Schengen flight reservation, train itinerary or car rental.			
8	Copy of Valid Nepalese Citizenship Certificate (ID card) along with the translation.			
9	Copies of Marriage Certificate and Birth Certificates of children (alternatively: Certificate of Relationship) along with the translation.			
10	For Non-Nepalese nationals: <ul style="list-style-type: none"> - proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States. - copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned. 			
11	<u>Documentary evidence of the applicant's professional activity:</u> <u>Employees:</u> letter from employer stating monthly salary, duration of employment and approval of leave. <input type="checkbox"/> <u>Student:</u> letter confirming enrolment in the college /university. <input type="checkbox"/> <u>Self-Employed:</u> PAN (Permanent Account Number) registration and bank statements covering the last 6 months/ company registration proof. <input type="checkbox"/> <u>Retired:</u> Pension statement for the last 3 months or proof of regular income generated by ownership of property or business. <input type="checkbox"/>			
12	Evidence of sufficient means of subsistence for the type and length of stay planned: <ul style="list-style-type: none"> - Bank statements stamped and signed by the bank covering the last 6 months and, if applicable <input type="checkbox"/> - any other document that may provide information about the applicant's solvency, such as proof of property ownership ("<i>Lalpurja</i>") and tax clearance <input type="checkbox"/> 			
13	Is applicant's travel accompanied? If Yes, mention number and names of co-travelers.			

Note: Applicant might be asked for additional documents or might be called for an interview if required by The Embassy of Sweden, New Delhi.

- **The visa fee, according to the Schengen regulations, is non-refundable.**
- **Affidavit will not be considered as a document of evidence by the Embassy of Sweden.**

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :