

SCHENGEN VISA TO SWEDEN PURPOSE – PURPOSE – TO VISIT FAMILY/FRIENDS

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. Photocopies must be clear and readable. Arrange your documents according to the list. Check the boxes to confirm the submission of your documents.

Note! Bring all your original documents for checking.

Please note that 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** – this 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 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 applicant's financial means** - Bank certification, bank books, personal bank statement showing regular income, credit card statements or balance covering the last six months. Sweden requires you to have SEK 450 per day per person
For minors - Proof of parent's or legal guardian's economic means (cf. the above)
- ☐ **Proof of travel arrangements** – copy of the travel itinerary
- ☐ **Proof of ties in the Philippines** - Proof of social security contributions, if relevant. Copy of real estate property – title-deed, if relevant. Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).
- ☐ **Proof of occupation**
- ☐ **If employed** – Certificate of employment, certificate of leave absence and latest income tax return.
 - **If self-employed** – Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC Registration of business, latest tax income return and business financial statement.
 - **If pupil or student** – Proof of enrollment and certificate of leave absence if travelling during the school year.
- ☐ **Proof of accommodation** – confirmation of hotel booking, hotel voucher or letter of promise accommodation by the host.
- ☐ **For non-Philippine applicants** – Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.

➤ **If travelling with spouse and/or children**

- ☐ Marriage contract certified by the Philippine Statistics Authority (PSA)
- ☐ Birth certificate of children certified by the Philippine Statistics Authority (PSA).

➤ **Minor under the age of 18**

- ☐ **If travelling alone or with only one parent** – Written consent of the non-travelling parent/guardian or proof of sole custody of the travelling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required.
- ☐ Copy of bio data page of parent(s) or legal guardian's passport
- ☐ Birth certificate certified by the Philippine Statistics Authority (PSA).
- ☐ **If travelling alone** – Department of Social Welfare and Development (DSWD) clearance.

ADDITIONAL DOCUMENTS FOR VISIT - TO VISIT FAMILY/FRIENDS

- ☐ **Letter of guarantee/Invitation Form** (form 241011) completed by the sponsor and/or proof of sponsorship and proof of accommodation.
- ☐ **Proof of relationship** - such as birth certificate, marriage certificate or photocopy of the biodata page of the sponsor's passport.

*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.*

Minor under 18 years old - only under special circumstance where applicant is not required to show up in person, 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 the applicant is under 18 years old

PROCESSING TIME

1. If you apply at the VFS Global Center, **the processing time is 15 days depending on the total number of applications per day** and it may take longer in some cases.

For further information, please visit their website <http://www.vfsglobal.se/philippines> or email info.seph@vfshelpline.com

Contact number +63 2 790 4915

IMPORTANT ADVISORY

- ***For minor under the age of 18, either the parents or the legal custodian must be present during time of application. If not, a power of attorney must be given from the parents/legal 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

FOR VFS USE ONLY

Comments from VFS officer (if any)