	VISITING FAMILY / FRIENDS 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	Proof of sponsorship or private accommodation, or, in the absence of such a form or if the sponsor is different from the inviting person, a written invitation, containing the following information: - the inviting person's address and contact details - the intended period of stay			
5	If the data regarding the host have not been verified by the authorities of the Member State processing the application, the following evidence should be submitted: - copy of the host's ID card, biodata page of his or her passport or of his or her residence permit - proof of the host's residence (property title deeds, rental agreements etc.) - indication and proof of the means that he or she undertakes to cover the costs related to the visit.			
6	For family visits: copies of any official document proving the family link, such as a family book, birth certificate			
7	Evidence of accommodation for the whole duration of the intended journey as applicable: - hotel reservation or rental of holiday home ☐ - confirmation of accommodation provided by inviting company if travelling for the purpose of business ☐ - campus reservation ☐			
8	Flight reservation for a return ticket. If travelling to several Schengen States, Proof of intra-Schengen flight reservation, train itinerary or car rental.			
9	Copy of Valid Nepalese Citizenship Certificate (ID card) along with the translation.			
10	Copies of Marriage Certificate and Birth Certificates of children (alternatively: Certificate of Relationship) along with the translation.			
11	For Non-Nepalese nationals: - 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.			
12	**Documentary evidence of the applicant's professional activity**: **Employees:** letter from employer stating monthly salary, duration of employment and approval of leave. ☐ **Student:** letter confirming enrolment in the college /university.☐ **Self-Employed:** PAN (Permanent Account Number) registration and bank statements covering the last 6 months/ company registration proof.☐ **Retired:** Pension statement for the last 3 months or proof of regular income generated by ownership of property or business. ☐			
13	Evidence of sufficient means of subsistence for the type and length of stay planned: - Bank statements stamped and signed by the bank covering the last 6 months and, if applicable ☐ - any other document that may provide information about the applicant's solvency, such as proof of property ownership (*"Lalpurja")* and tax clearance ☐			
14	Minors: - If the minor is travelling alone: a notarised written consent from both parents or the legal guardian ☐ - if the minor is travelling with only one parent: notarised consent from the other parent, except where one parent has sole custody of the minor, in which case a court order or other proof of sole custody must be provided ☐ - copy of identification document proving the signature of parents or guardian ☐			
15	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   :   …………………………………..