



EMBASSY OF SWEDEN

Nairobi

2023-12-11

Business & Conference – Ethiopia

	Required documents for residents in Ethiopia travelling to Sweden/Norway	Check
	Application for Schengen Visa –application form completed and signed.	
	Passport: <ul style="list-style-type: none">• Original passport valid for travel to Sweden. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years.• Complete photocopies of original passport, except blank pages.• Previous passport in original if a new passport has been issued within the last year.	
	Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable).	
	Individual medical travel insurance valid in all Schengen countries for the duration of the stay, covering the costs of at least EUR 30,000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background.	
	Applicants who submitted fingerprints in a previous application and <u>were granted a Schengen visa within the last 59 months</u> are <u>exempted</u> from resubmitting a new fingerprint.	
	For non-Ethiopian nationals: Ethiopian residence permit or proof of legal stay in any other country within the Embassy's coverage area, valid at least three months beyond the planned stay in the territory of the Member States.	
	In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.	
	Preliminary ticket booking or travel itinerary.	
	Proof of accommodation.	
	Recent bank statement covering the minimum last three months and/or personal bank saving book.	
	Any other documents relating to the applicant's financial status and personal ties in Ethiopia, such as title deeds or lease agreements for property, vehicle registration card, marriage certificate, birth certificate of children etc.	
	If you are employed, a dated and signed letter from the current employer containing the following information: <ul style="list-style-type: none">- the applicant's personal data, function/profession- terms of employment (temporary or permanent- starting date of employment- monthly net salary- granted leave days	

	date and contact details of the employer	
	If you are self-employed: - trade/business license - tax registration - business registration (city administration) - bank statement for business account (for the last three months, as a minimum)	
	If you are retired: - Documents proving the pension or other financial support	
	Signed letter of invitation from the inviting organization abroad. The invitation must contain the following information: - the applicant's personal data - the reason for the visit to the Member State of destination - period of intended stay in the Member State - who will be responsible for supporting the applicant financially during the stay in the Member States - date and contact details from the inviting organization abroad Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form which can be found on VFS website.	
	Signed letter from current employer or organization containing the following information: - the applicant's personal data - the applicant's function/profession - terms of employment (temporary or permanent) - number of years with employer/organization - purpose of the visit - who will be responsible for supporting the applicant financially during the stay in the Member States	
	If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.	
	Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties in Ethiopia, such as marriage certificate, title deeds or lease agreements.	

Please note:

- Applications can be submitted up to 6 months before the intended travel and **not less** than 15 calendar days before the intended travel. Please note that the days are counted from when the Embassy has received the application and **not** when the application was submitted at VFS Global. The transportation time between the application centers and Nairobi is published on the website of VFS Global.
- The handling time may take up to 15 days (counted from when the Embassy has received a complete application) but may take up to 45 days, if verification of documents or an interview needs to be conducted or such.
- All submitted documents must be in English or in Swedish.
- An interview may be required at the Embassy or by phone.
- Further information or documentary evidence in support of your application may be required.
- All documents are mandatory. If documents are not submitted at the time of application, they may be sent within **2 working days** to the following email address: ambassaden.nairobi-visum@gov.se. If mandatory documents, as stated in the checklists, are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), _____, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.

Signature: _____ Telephone: _____

Email: _____ Checked by (VFS Staff initials) _____

Date: _____