

According to the Schengen regulation (Handbook of Visa code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy does not need to make further investigation into an application if the documentation is not sufficient. **All supporting documents have to be in A4 size paper.**

SI No.	To be submitted when travelling for journeys of members of Official delegations	Yes	No	Original return to applicant / Date	Note
01	I acknowledge the visa regulations.				
02	Completed and signed Application Form no: 119031, application for Schengen Visa.				
03	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.				
04	All previous passports. (Photocopy of Biopage and all Schengen visas)				
05	One passport size color photograph (35 mm x 45 mm) full faces, light background, no older than six months.				
06	Proof of financial means in the country of residence.				
07	Personal Bank statement, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.				
08	Documents related to the itinerary: (i) Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip. (ii) In the case of Transit: Visa or other entry permit for the third country of destination; tickets for onwards journey.				
09	Documents related to civil status: (i) Marriage certificate (married applicants) (ii) Divorce certificate "Talak Namah" (divorced applicants) (iii) Death certificate (widows or widowers) (iv) Birth certificate (children)				
10	<b>If minor:</b> (i) Consent of parents or custodian if both parents are not travelling together. (ii) Photocopy of passport of parents or legal guardian (iii) Proof of economic means of parents or legal guardian (refer to point 1) (iv) Original birth certificate of the minor issued by responsible authority.				
11	A letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State.				
12	Note Verbal from the Ministry of Foreign Affairs confirming the purpose and length of the official visit.				
13	Government Order (GO) confirming the purpose and length of the official visit and the applicant has been given authorization to leave Bangladesh for the mentioned purpose.				

**Note:** 1. If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.

2. Please note that you might be called for an Interview if desired by the Embassy of Sweden, Dhaka.

3. The Visa fee is non-refundable according to Schengen regulation.

Remarks:

**Applicant Name:** .....

**Signature/Date:** .....

**VFS Staff Name:** .....

**Signature / Date:** .....