



	<b>BUSINESS / CONFERENCE ETHIOPIA</b>	<b>YES</b>	<b>NO</b>	<b>REMARK</b>
	Harmonised Schengen Visa Application Form filled in completely and signed by the applicant.			
	Original passport: <ul style="list-style-type: none"><li>• Validity shall extend at least three months after the intended date of departure from the territory of the Member States.</li><li>• It shall contain at least two blank pages.</li><li>• It shall have been issued within the previous 10 years.</li><li>• Clear photocopy of biodata page in passport.</li></ul>			
	Receipt of visa fee payment unless exempted.			
	Applicant have submitted fingerprints as part of an earlier application which has been entered in the VIS within the last 59 months and is therefore exempted from providing new fingerprints.			
	1 color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or 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.			
	Individual travel medical insurance valid throughout the territory of the Member States and cover the entire period of your intended stay or transit. The minimum coverage of costs of at least EUR 30,00 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.			
	Copy of flight ticket or flight reservation including return flight.			
	For non-Ethiopian citizens: Valid residence permit in Ethiopia, or valid proof of residence in any other country within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States.			
	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"><li>- personal data, function/profession</li><li>- terms of employment (temporary or permanent)</li><li>- starting date of employment</li></ul>			



	<ul style="list-style-type: none"> <li>- monthly net salary</li> <li>- granted leave days</li> <li>- date and contact details of the employer.</li> </ul>			
	<p>If you are self-employed:</p> <ul style="list-style-type: none"> <li>- trade/business license</li> <li>- tax registration</li> <li>- business registration (city administration)</li> <li>- bank statement for business account (for the last three months, as a minimum).</li> </ul>			
	<p>If you are retired: Documents proving the pension or other financial support.</p>			
	<p>Signed letter of invitation from the inviting organization abroad. The invitation must contain the following information:</p> <ul style="list-style-type: none"> <li>- the applicant's personal data</li> <li>- the reason for the visit to the Member State of destination</li> <li>- period of intended stay in the Member State</li> <li>- who will be responsible for supporting the applicant financially during the stay in the Member States</li> <li>- date and contact details from the inviting organization abroad</li> </ul> <p>Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.</p>			
	<p>Signed letter from current employer or organization containing the following information:</p> <ul style="list-style-type: none"> <li>- the applicant's personal data</li> <li>- the applicant's function/profession</li> <li>- terms of employment (temporary or permanent)</li> <li>- number of years with employer/organization</li> <li>- purpose of the visit</li> <li>- who will be responsible for supporting the applicant financially during the stay in the Member States.</li> </ul>			
	<p>If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.</p>			
	<p><b>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 to Ethiopia, such as marriage certificate, title deeds or lease agreements.</b></p>			

**Information for the applicant on terms and conditions:**

- On 29th April 2024 the Council of the European Union decided to temporarily suspend certain elements of the EU visa code that regulates the issuing of visas to Ethiopian nationals. The suspension decision applies to all applications lodged from 1st June 2024 by Ethiopian nationals falling within the scope of the measures.



- The processing time of 15 calendar days is no longer applied. The normal processing time is set to 45 days for all applications subject to the visa restrictions.
- Applications can be submitted up to 6 months before the intended travel.
- Only single-entry visas can be granted.
- Holders of diplomatic and service passport are no longer exempted from the visa fee.
- The possibility to waive requirements regarding the documents that visa applicants must submit is removed. This means that applicants must submit a complete set of supporting documents proving that the entry conditions are met with each application.
- This decision does not apply to nationals of Ethiopia applying for a visa who are family members of a Union citizen to whom Directive 2004/38/EC applies or family members of a national of a third country enjoying a right of free movement equivalent to that of Union citizens under an agreement between the Union and a third country. It also does not apply to family members of British citizens covered by the withdrawal agreement between the EU and the UK.
- The decision does not apply to citizens of Ethiopia who apply for Schengen visa to participate in meetings with international intergovernmental organizations or at international conferences organized by a Member State.
- All submitted documents must be in English or in Swedish.
- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.
- **Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!**

**Declaration – Applicant and VFS staff to sign (please tick relevant section)**

Applicant’s documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.

Name & Signature of the Submission officer at VFS: \_\_\_\_\_

**I (name of applicant in box letters), \_\_\_\_\_, 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.**

Applicant signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Internal VFS**

Name & Signature of the Biometric officer: \_\_\_\_\_

Name & Signature of the Data Entry officer: \_\_\_\_\_