



	BUSINESS / CONFERENCE TANZANIA	YES	NO	REMARK
	Harmonised Schengen Visa Application Form filled in completely and signed by the applicant.			
	Original passport: <ul style="list-style-type: none">• Validity shall extend at least three months after the intended date of departure from the territory of the Member States.• It shall contain at least two blank pages.• It shall have been issued within the previous 10 years.• Clear photocopy of biodata page in passport.			
	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-Tanzanian citizens: Valid residence permit in Tanzania, 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.			
	For employees: a signed and stamped introduction letter from the applicant's employer, with at least the following information: <ul style="list-style-type: none">- address and contact details of the employer- period/duration of stay- purpose of stay- name and position of countersigning officer.			
	For business owners: BRELA (Business Registration and Licensing Agency) registration certificate for Tanzania Mainland or BPRA (Zanzibar Business and Property Registration Agency) registration certificate for Zanzibar and/or TIN certificate, plus proof of active business.			
	For students: student card or signed and stamped copy of his/her enrollment at the educational establishment in question.			



	Proof of a hotel reservation, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant's accommodation costs for the whole duration of his/her intended stay in the Schengen area.			
	Proof of sufficient means of subsistence for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.			
	If supported by another family member/spouse: additional proof of kinship (birth certificate/marriage certificate).			
	A letter of invitation. This must be written by a company/organisation located in the Schengen country, mentioning: <ul style="list-style-type: none"> - address and contact details of the company - period/duration of stay - purpose of stay - name and position of countersigning officer - the nature of the business relationship between the host company and - the applicant/applicant's company - proof of enrollment in seminar/conference/workshop (if applicable). 			
	If attending a conference: <ul style="list-style-type: none"> - name - location - contact person for that conference with a registration or invitation and proof of receipt of payment. If a company is inviting the applicant: a copy of the certificate or registration/business licence of the inviting company.			
	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 Tanzania, such as marriage certificate, title deeds or lease agreements.			

Information for the applicant on terms and conditions:

- The application must be submitted **15 days before the start of the intended visit**. Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary. **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!**
- 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.



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: _____