

## Questionnaire for visa applicants – Appendix A

- Business  
 Conference visit

### 1 Personal particulars

Surname	Date of birth (yr, mth, day)
Given names (in full)	

### 2 Your stay in Sweden

A. Who took the initiative for your visit to Sweden?


B. Where do you plan to live during your stay in Sweden?


C. Who is paying for your travel to Sweden and for your upkeep during your stay here?

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### 3 If the application is for a business trip

A. Which company/organization do you represent?

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B. What position do you hold in the company/organization?

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C. What is the company's principal field of activity?

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D. How big is the company? (Turnover, annual profit, number of employees, etc)


E. Is the company part of an international group?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, state the name of the group:
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F. Has your company previously had any contact with the Swedish company you plan to visit?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, state when:
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G. Has a representative of your company visited Sweden previously?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, state who and when:
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H. How important is your visit and what do you expect to get out of it?


 **4 If the visit is to attend a conference**

A. State which conference or other event you intend to take part in



B. In what capacity are you taking part in the conference/event?

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 **5 Signature**

I swear that the information I have given is correct and complete.

Place and date	Signature (for minors etc, signature of custodian/guardian)

 *Regarding the documents to be enclosed with the visa application, please consult [www.migrationsverket.se](http://www.migrationsverket.se)*



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A. Which company/organization do you represent?

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C. What is the company's principal field of activity?

# Instructions on how to fill in this form

## Så fyller du i den här blanketten

Put a cross in the box if you plan to travel to Sweden on business or for a conference.  
*Kryssa i om du ska resa till Sverige för ett affärs/företagsbesök eller en konferens.*

Enter your full name and date of birth. They must correspond with the particulars in your passport.  
*Fyll i ditt fullständiga namn och din födelsedag. Uppgifterna ska stämma överens med ditt pass.*

State whether you yourself have taken the initiative for the visit to Sweden, or whether someone else has invited you (A). Enter the address at which you will be staying in Sweden. If you will be staying with someone, enter his/her name and address (B). Also, state who is paying for your journey and your expenses in Sweden (C).

*Här vill vi veta om du själv tagit initiativet till besöket i Sverige, eller om någon annan har bjudit in dig (A). Skriv också vilken adress du kommer att ha i Sverige. Om du ska bo hos någon, skriv då den personens namn och adress (B). Du ska också skriva vem som betalar din resa och dina kostnader i Sverige (C).*

- Enter the name of the company you represent/are employed by (A). Describe your position or line of work within the company (B) and the company's main field of operations (C).
- State the company's annual turnover and number of employees (D).
- If the company is part of an international group, put a cross in the 'Yes' box and state the name of the group (E).
- If your company has previously been in contact with the company in Sweden, put a cross in the 'Yes' box and state when (F).
- If someone from your company has previously been in Sweden on business, put a cross in the 'Yes' box and state the person's name and when he/she visited Sweden (G).
- You are also required to state how important your visit to Sweden is for the company and what you expect to get out of it (H).

*Om ansökan gäller affärs/företagsbesök:*

*Fyll i vilken företag du representerar/är anställd hos (A). Du ska också skriva vilken tjänst eller uppgift du har inom företaget (B) samt företagets huvudsakliga verksamhet (C).*

*Fyll i företagets årliga omsättning och antal anställda (D).*

*Om företaget ingår i en internationell grupp, kryssa i "Yes" och skriv namnet på gruppen (E).*

*Om företaget tidigare haft kontakter med företaget i Sverige, kryssa i "Yes" och skriv när (F).*

*Om någon från ditt företag har besökt Sverige i affärer, kryssa i "Yes" och skriv den personens namn samt när han eller hon besökte Sverige (G).*

*Du ska också skriva hur viktigt ditt besök i Sverige är för företaget och vad du förväntar dig att få ut av det (H)*



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D. How big is the company? (Turnover, annual profit, number of employees, etc)

E. Is the company part of an international group?

No  Yes. If yes, state the name of the group:

F. Has your company previously had any contact with the Swedish company you plan to visit?

No  Yes. If yes, state when:

G. Has a representative of your company visited Sweden previously?

No  Yes. If yes, state who and when:

H. How important is your visit and what do you expect to get out of it?

**4** If the visit is to attend a conference

A. State which conference or other event you intend to take part in

B. In what capacity are you taking part in the conference/event?

**5** Signature

I swear that the information I have given is correct and complete.

Place and date

Signature (for minors etc, signature of custodian/guardian)

Regarding the documents to be enclosed with the visa application, please consult the fact sheet "Facts about entry visas" or the web site [www.migrationsverket.se](http://www.migrationsverket.se)

State here which conference or event you plan to take part in (A) and also in what capacity you will be attending (B).

*Om besöket avser deltagande i konferens ska du fylla i vilken konferens eller evenemang du ska delta i (A) och även i vilken egenskap du ska delta (B).*

Don't forget to sign your application!

*Glöm inte att skriva under frågeformuläret*

**Remember to enclose**

For a business visit

- A copy of your passport
- Two passport photos that are no more than six months old and that are taken full-face (taken when you are facing the camera directly with your eyes looking straight at the camera).
- An invitation (in Swedish or English) from the Swedish company
- A document from your company certifying that you will be visiting the Swedish company concerned.

**OBS! Kom ihåg att bifoga**

*Vid affärsbesök*

- *Kopia av ditt pass*
- *Två fotografier i passformat som är tagna rakt framifrån och inte är äldre än sex månader.*
- *Inbjudan (på svenska eller engelska) från det svenska företaget*
- *Intyg från din arbetsgivare som bekräftar att du ska besöka det svenska företaget*
- *Kopia av det svenska företagets registreringsbevis*

- A copy of the Swedish company's certificate of incorporation (registreringsbevis).

For a conference visit:

- A copy of your passport
- Two passport photos that are no more than six months old and that are taken full-face (taken when you are facing the camera directly with your eyes looking straight at the camera).
- An invitation (in Swedish or English)
- Conference programme or the equivalent
- List of participants

*För konferensbesök*

- *Kopia av ditt pass*
- *Två fotografier i passformat som är tagna rakt framifrån och inte är äldre än sex månader.*
- *Inbjudan (på svenska eller engelska)*
- *Konferensprogram eller liknande*
- *Deltagarlista*