

## Visa application process for the ACT Assembly

Dear participant,

This letter provides information on how to apply for a *visa for business and for conferences* in order for you to attend the ACT Alliance 3rd General Assembly in Uppsala, Sweden.

If you have no valid visa or not holding a passport ensuring you entrance to the Schengen Area (in Europe) you need to apply for a Schengen visa. The visa is valid for 3 months/90 days.

We would like to emphasize that the application is submitted as soon as possible but no later than two months before departure, i.e. August 26. We recommend reviewing this information as soon as possible to make sure you have the information you need and the specific information how the embassy in your country of residence handles the visa applications.

### Assembly visa package

To facilitate your application, we are attaching the following information:  
(for further details please see below)

- a. A letter of invitation from Church of Sweden (attached document: 2)
- b. Church of Sweden Travel Medical Insurance, *If Insurance* (attached document: 3.1-3.3)
- c. Confirmation of Hotel reservation (attached document: 4)
- d. Schengen Visa Application Form (attached document: 5)
- e. List of Swedish Schengen representations in other countries (attached document: 6)

In addition to the above you need to provide:

- Copy of a valid return flight ticket. For subsidised participants this is provided by the ACT secretariat.

Additional requirements:

- Passport - needs to be valid a minimum of three months after your visa has expired (and issued in the last 10 years-period)
- Two passport photographs, not more than 6 months old. For required format see with the Embassy
- Demonstrate that you have sufficient funds on your bank account for your stay in Sweden

### Who needs a visa?

The visa application should be submitted to a Swedish embassy or consulate-general. In certain countries, Sweden is represented by another Schengen country. For information considering your country of residence and/or citizenship see below:

- **List of citizens of countries that need visa, link for an updated list:**  
<https://www.government.se/government-policy/migration-and-asylum/list-of-foreign-citizens-who-require-visa-for-entry-into-sweden/>
- **List of Swedish Embassies and list of countries representing Sweden** (attached document: 6)

**Please note:** Palestinians are also required to have visa even if not listed in the above lists.

(See information at: <https://www.swedenabroad.se/en/about-sweden-non-swedish-citizens/palestine/going-to-sweden/visiting-sweden/applying-for-a-visa/> )

### How to apply for a visa

You need to fill in the attached Schengen visa form (5) and attach the various documents required by the embassy in your country.

- **Link for detailed information on how to apply for entry visa to Sweden:**  
<https://www.migrationsverket.se/English/Private-individuals/Visiting-Sweden/Visiting-on-business-and-for-conferences.html>
- **You need to check with the embassy in your country of residence about their requirements for applying for a visa as they may differ. Find the embassy here:**  
<https://www.swedenabroad.se/en/about-sweden-non-swedish-citizens/>

### Travel and medical insurance

Participants to the ACT Assembly who do not have their own travel and medical insurance will be covered by the Church of Sweden insurance.

*If Insurance*, the travel medical insurance (attached document: 3.1) is valid from the time you leave your house or place of work in your country until you return to one of these sites.

Important to note is that only travel in direct relation to/from these locations is covered by the insurance. If you make other stops to other countries this insurance is not valid in those countries.

### Hotel reservation

**Please note:** We have attached a proof that you have a hotel room in Uppsala for the duration of your stay. The actual hotel might change when the final hotel allocation for all participants are made in August.

The hotel reservation paper might be required to be attached with your visa application.

### Application form for Schengen Visa

To facilitate your application the document 'Application for Schengen Visa' has partially been filled out with information regarding Church of Sweden (attached document: 5).

**Please note:** the column on the right in the application form starting with "for official use only" is filled out by your embassy.

Don't forget to sign your name before submitting the application form.

Online application is possible for Swedish embassies in: Tanzania, Zambia, South Korea, Iran and Japan.

### Airport Transit Visa

The United Kingdom is not a member of the Schengen Visa Agreement and if you travel via the UK you may need a transit visa even if you remain in the airport and are only changing planes. More information is available at the following site: <https://www.gov.uk/transit-visa>

For further information or assistance contact the embassy in your country of residence. Please also feel free to contact Penny Blachut at the ACT Alliance Secretariat, [penny.blachut@actalliance.org](mailto:penny.blachut@actalliance.org), or Church of Sweden staff; Kata Bordas [kata.bordas@svenskakyrkan.se](mailto:kata.bordas@svenskakyrkan.se) or Enid Nelson, [enid.nelson@svenskakyrkan.se](mailto:enid.nelson@svenskakyrkan.se).

We look forward to seeing you in Uppsala.

With warm greetings,  
Sarah Kambarami, ACT Assembly Coordinator  
Kerstin Kollander, Project leader at Church of Sweden