



### Checklist for Mail in application – B1 (Business) and B2 (Tourist) visas

- **Valid Passport:** Your current passport is required.
- **Old Passports containing US Visas** (valid or expired)
- **One Color Photo:** less than six months old, approximately 5x5cm, against a plain white background, and in which you are facing the camera directly. This photo is in addition to the one you upload to your application form DS-160. (For more click [here](#))
- **Original Receipt:** 1120 SEK paid at a bank or exchange office to *bankgiro 5452-8948*. The receipt must state the applicant's name and *be stamped* by the bank or exchange office. Internet receipts will not be accepted!
- **DS-160 Confirmation Page** (must have a Barcode)
- **Envelope:** Please bring a prepaid envelope for which you have purchased the online service 'Skicka Direkt' through the Swedish postal service ([www.posten.se](http://www.posten.se)). Choose the weight of 100g for 1-2 passports or 250g for 3-5 passports.

*Please use the following From/Från address:*

Företagsnamn: American Embassy  
 Namn: Non-Immigrant Visa Section  
 Adress: Dag Hammarskjöld väg 31  
 Postnummer: 115 89  
 Postort: Stockholm

*The recipient (Till) should be:*

The person and/or location to which you would like your passports to be delivered. We strongly advise that you purchase the REK-service for tracking and insurance. See [posten.se](http://posten.se) for more information

*(An additional option is to bring a self addressed envelope with stamps in the amount of 72 SEK for 1-2 passports and 84 SEK for 3-5 passports. The padded green prepaid A-class envelopes from posten only require additional 60 SEK in stamps).*

Please note that if you choose to use stamp, we cannot guarantee that there will be a mechanism to track the delivery of your passport. The option of using 'Skicka Direkt' as registered mail (rekommenderad post) costs less and you will obtain your tracking ID at the time you order the service.

### **THE EMBASSY DOES NOT ACCEPT ANY LIABILITY FOR LOST OR DELAYED PASSPORTS AFTER THEY HAVE BEEN POSTED.**

- **Personbevis:** Ask for a "120-personbevis med alla relationer" from Skatteverket
- **Resident Permit Card:** Non-EU citizens should provide proof of their residence in Sweden.

**Depending on what type of visa you are applying for you need to submit additional information. Please make sure you have the right documents required for your visa type:**

#### **Tourist Visa (B2):**

- **Proof of Finance:** A current bank statement or other evidence to show that you have sufficient funds to cover the cost of your trip. If someone else will be financing your trip, we need both a bank statement and a letter of consent from this person.
- **Employment Letter:** An official letter indicating the type of contract, length of employment, and length of vacation/leave. This only applies to people that have employers.
- **Travel Plan:** A letter that explains your destination, who you intend to stay with, and the approximate dates of your trip.

#### **Business Visa (B1):**

- **Employment Letter:** An official letter indicating the purpose and length of your trip as well as who is financing the trip.
- **Invitation Letter:** If you will be attending a conference, or visiting a company. If you are going as a volunteer, a letter of invitation describing the organization you are going to work for should be included in your application.