



Required Documents for **SCHENGEN VISA REQUIREMENTS**

- **Passport:** Original Passport with validity of minimum six months after the intended date of departure and minimum two blank pages for visa stamp.
 - a) Copy of previous passports and visas issued.
 - b) Attach all your old passports (if any).
 - c) If any visa request was refused, details of original letter issued by the authorities of that country would be preferred.
 - d) Have at least 3 blank pages.
- **Visa Application Form:** Visa Application Form duly filled in and signed by the applicant.
- **Photo Specification:** Two recent passport size photographs with white background and without border (Size: 3.5 cm x 5.0 cm). Please do not staple the photographs to the Application Form.
Please note: photograph should not be more than 3 months old and should not be used in any of the previous visas.
- **Covering-Letter:** A covering letter stating the purpose of visit and itinerary.
- **Invitation Letter/Tour plan:** Letter of Invitation from a host/company in the visiting country in case of business visit. For tourist visa, a detailed itinerary of the intended trip or tour voucher from an authorized travel agency is applicable.
- **Travel medical visa insurance:** confirmation of minimum 30,000 € coverage within the entire Schengen area. The policy must clearly specify the period of validity and must cover the entire duration of the trip including the date of arrival and departure.
- **Forwarding-Letter:**
 - a) Forwarding Letter / NOC from the applicant's company authority on the company's letterhead stating applicant's name, designation, passport number, purpose and duration of visit.
 - b) Visa request letter from the educational institute or student card/evidence of school enrollment (if student).
- **Proof of Occupation:**
 - a) Company registration certificate (original notarized English translated and photocopy of the original) if the applicant is a first-time traveler or a proprietor.
 - b) Office ID card copy & Visiting cards.



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- **Proof of civil status:** Marriage certificate, birth certificate of children, death certificate of spouse, if applicable
- **Financials:**
 - a) Personal Bank and company's bank statement for last six months mentioning the Bank's name, Bank's Telephone Number clearly.
 - b) Salary slip for the last six months. (If Any)
- **Ticket Itinerary & Hotel Reservation:** Proof of Accommodation for the whole duration of the intended stay. Round trip air tickets with travel dates (with return flights for courses less than 91 days) or issued E-ticket.