



**Checklist for Schengen visa**  
**- Tourism -**

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

S.No	Required Document	Yes	No
1	Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages		
2	<b>Application form</b> & declarations duly signed		
3	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months		
4	<b>Personal covering letter</b> with entire travel plan (itinerary)		
5	<b>For Minors:</b>		
5a	Consent letter signed by both parents & applicant		
5b	- Form signed by both parents		
5c	- Copy of the parent(s)' passports data page		
6	<b>Leave letter</b> of your company (if employed)		
7	<b>No-objection certificate</b> of school or university (if student)		
8	<b>Proof of financial status:</b>		
8a	If <b>employed</b> : Payslips of the past three months / employment contract		
8b	If <b>self-employed</b> : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
9	<b>Income Tax Return (ITR)</b> form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
10	<b>Personal bank statement</b> of the past three months with sufficient funds		
11	<b>Proof of accomodation</b> for your entire stay in the Schengen area		
12	<b>Flight reservation</b> , (rail tickets, others, if internal travel involved).		
13	<a href="http://www.india.diplo.de/visa">Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)</a>		
14	<b>Proof of civil status:</b> Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
15	<b>1 copy of your passport's data page</b> (A4 size copy)		

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please **DO NOT** staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

as of 4 October 2013

**Date & Place:**

SO	DEO

**Applicant/TravelAgent/Representative**  
**Signature**