



Checklist for Schengen visa
- Visit -

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 passport (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	3 passport pictures according to biometric specifications, not older than 6 months		
3	Application form & declarations duly signed		
4	Personal covering letter explaining the purpose of your visit		
5	Leave letter of your company (if employed)		
6	No-objection certificate of school or university (if student)		
7	For Minors:		
7a	Application form and declarations signed by both parents		
7b	Consent letter signed by both parents.		
7c	Clear Copy of the parent(s)' passports data page		
8	Proof of sufficient funds for the visit:		
8a	If sponsored: Verpflichtungserklärung (formal obligation letter) of your sponsor		
8b	Invitation Letter form Inviting person.		
8c	Inviting Person: Passport copy and Resident Permit Copy		
8d	If self-sponsored: Personal bank statements of the past 3 months with sufficient funds		
9	Proof of financial status:		
9a	If employed: Payslips of the past three months / employment contract/Appointment letter		
9b	If self-employed: Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
9c	Personal bank statement of the past three months with sufficient funds		
9d	Income Tax Return (ITR) form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
10	Proof of accommodation for your entire stay in the Schengen area		
11	Flight reservation, (rail tickets, others for travel within Schengen)		
12	Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)		
13	Proof of civil status: Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
14	1 copy of your passport's data page (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

