



Checklist for Schengen visa
- cultural, sports, religious events, film crews -

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

S.No	Required Documents	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	2 passport pictures according to biometric specifications		
3	Application form & declarations duly signed		
4	Personal covering letter with entire travel plan (itinerary)		
5	Leave letter of your company (if employed)		
6	Event information: Invitation / entry tickets / enrolment / programme / schedule, if applicable		
7	Proof of previous performances: Participation in previous festivals and ceremonies (cultural, religious), sports competitions, winners certificates, proof of world/international ranking (sports)		
8	For film crews:		
8a	- Letter of the film company specifying name, synopsis of the film and shooting locations		
8b	- Complete list of names of travelling crew members along with their functions		
8c	- Letter from the agency/producer in Germany confirming arrangements for filming permits		
8d	- Certificate of registration with the Indian Motion Pictures Producers Association of Film Chamber of Commerce		
9	Proof of financial status:		
9a	If employed: Payslips of the past three months / employment contract		
9b	If self-employed: Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
10	Personal bank statement of the past three months with sufficient funds		
11	Income Tax Return (ITR) form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
12	Proof of accomodation for your entire stay in the Schengen area		
13	Flight reservation , (rail tickets, others, if internal travel involved).		
14	Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)		
15	Proof of civil status: Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
16	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 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