

REQUISITE DOCUMENTS FOR SCHENGEN VISA/VISIT TO FAMILY AND FRIENDS

*** Please arrange the documents for submission in the order given below**

Yes No

1. Valid Passport with at least 3 months validity and 2 empty page		
2. Two Passport Pictures according to biometric specifications, 1 pasted with application form, 1 lose		
3. Schengen Visa Application Form a) Did the applicant sign the application form? b) Did the applicant give his/her full Indian address incl. Tel/Fax/e- mail under his/her signature?		
4. Declaration on True and Complete Information , signed and dated		
5. Declaration on Travel Health Insurance , signed and dated		
6. 2 Covering Letter of applicant :- a) Personal Covering Letter b) Covering Letter from Employer confirming employment, Salary and sanctioned leave.		
7. Travel Health Insurance , validity has to match travel dates.		
8. In case of Sponsorship:- a) Formal Obligation Letter (Verpflichtungserklärung) b) Photocopy of inviter's passport. His /her valid residences permit (A4 size). c) Relation proof with inviter (family book, marriage certificate)/Sponsor's bank statement		
9. Reservation of Hotel Bookings for entire stay in Schengen Area (GTA bookings not accepted)		
10. Reservation of Flight , also showing flights within Schengen Area		
11. 2 Photocopy of first and last page of passport and observation pages.		
12. Personal Bank Statements for last 06 Months in original (Online bank statements not accepted) and Proof of Income (if applicable)		
13. Documents required with English Translation and NOTARY attested (if applicable) a) If Married, copy of Marriage Certificate is required, if Spouse Name not Endorsed on the Passport. b) Photocopy of ration card. c) J forms and Jamabandi papers (in case of Agriculture) d) Child's Birth Certificate (in case of minor) e) Death Certificate of Spouse/ Parents (for minor, If one parent is deceased) (if applicable) f) Divorce papers (if applicable)		
14. If minor a. <i>Letter of School</i> confirming current enrollment and sanctioned leave of Absence b. <i>Consent Letter</i> from both parents regarding child's travel & A4 sized copy of Parents Passports c. Is the signature of parent under passport picture clearly readable? If parents are divorced: a. <i>Court Order</i> regarding child's custody (original and A4 sized copy)		
Optional Documents a. b. c.		

Declaration

I have been informed that an application without a complete set of documentation according to the above mentioned check list may result in a rejection of my visa application. Besides, the German Embassy reserves the right to ask for additional supporting documents in single cases. I understand that even the submission of a complete set of supporting documents does not guarantee the issue of a visa.

I have been informed that VFS has no right to refuse acceptance of my visa application. I understand, however, that they have to inform me about missing documentation.

I have also been informed that VFS may only advise me to schedule an appointment. If, however, I insist on submitting my visa application without an appointment, VFS is required to do so. I acknowledge that the German Embassy reserves the right to ask for my personal appearance for a visa interview. In this case, VFS will schedule an appointment for me without additional charges.

I will collect my interview packet from VFS on.....before appearing for my interview at the German Embassy.

Place/Date: _____

Applicant signature

Agent (VFS)