

**Before Submission of Application Documents have to be arranged in this order**

- 1. Application Form**
- 2. 2 photographs with white background (1 pasted with application and 1 lose)**
- 3. Declaration Form No.55**
- 4. Declaration Form – Long Term for all Frequent Travelers**
- 5. 2 Covering Letter :-**
  - a. Personal Covering Letter**
  - b. Covering Letter / NOC from Employer**
- 6. Travel Health Insurance**
- 7. Invitation Letter from Germany**
- 8. Fair paper (Stand Plan, Booth Papers, Payment Receipt, Invoice) if applicable.**
- 9. Hotel Booking (Tourist / Business) or Formal Obligation (Visit to family and friend) / Proof of accommodation in Germany.**
- 10. Sponsor Passport Photocopy / Relation Proof (Family Book) / Bank Statement.**
- 11. Flight Reservation.**
- 12. 1 Passport Photocopy with all Printed Pages and Observations + 1 Front Page Photocopy.**
- 13. In Case of Minor Passport Photocopy of Father and Mother for Signature Proof.**
- 14. Appointment Letter / Salary Slips for last 06 Months / Transfer Letter (if applicable).**
- 15. Financials / Bank Statement (Personal and Company last 06 Months Original. Online not accepted).**
- 16. Company's Registration Certificate / Proof of Company / Partnership deed.**
- 17. For Tourist: - Ration Card Copy, 'J' forms and Jamabandi papers (in case of Agriculture) with English Translation.**
- 18. Marriage Certificate / Birth Certificate for Minors / Death certificate of Spouse / Parents / Divorce papers with English Translation if applicable.**
- 19. No fax copy of any document will be accepted and all photocopies have to be in A4 size paper only.**