

Tourist Visa - Checklist

	Type of document
	Application form completely filled and signed by the applicant
	One recent (less than six months old) passport-size photograph in color with good resemblance. (3.5cm / 4.5cm)
	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least Two blank page to affix the visa.
	A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	Flight reservations of return or round ticket. If the applicant is travelling to several Schengen States, proof of inter-Schengen flight, train itinerary or car rental. People joining cruise liner in the onward journey, should provide the ticket & payment receipt.
	Proof of accommodation: Hotel bookings or accommodation guarantees covering the whole duration of the intended stay.
	<p>In case of minors (< 18 years) traveling:</p> <ul style="list-style-type: none"> • If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. • If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor. • A photocopy of both parents' passports. If not, copies of the ID cards of the parents • A photocopy of Birth certificate <p>Note: If minor traveling with one parent. All the above documents of the other parent required.</p>
	<p>Evidence of source of Financial support such as:</p> <ul style="list-style-type: none"> • Original bank statement showing movements in the last three months, duly stamped and signed by the bank. • In case applicant is employed pay slips for the last three months, employment contact, employers statement on approval for holidays. • In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deed, establishment license or proprietorship etc are required.
	A Proof of employment & leave letter sanctioned on company's letter head. For student, leave letter / report card issued from School and ID is required.
	Reason letter incase s/he has not travelled on the Previous Schengen Visa.
	One set of Colored copy of the entire passport including blank pages. If having old passport colored copies of first and last page and UK, US, Australia, Canada and Previous Schengen Visa Copies if any.