

## MANDATORY DETAIL

1. Passport requires physical
  - Passport should be valid for at least 6 months from the date of departure from Schengen.
  - Handwritten passports and passports valid for more than 10 years are not accepted.
  - Passports with observations regarding the front data page will not be accepted; the passport must have at least two empty pages to affix a visa.
2. Photograph requires physical
  - Photo dimensions: 35mm x 45mm on matte finish paper with white background.
  - Face should cover 80%, non-smiling, without glasses or head covering (unless for religious or ethnic reasons), and not previously used in a visa. Must not be older than six months

## TRAVEL DETAILS

1. Flight Tickets
  - Copy of confirmed Arrival and Departure tickets
2. Itinerary
  - Day to day itinerary.
3. Hotel Reservation
  - Copy of confirmed Hotel reservation showcasing the Hotel Address, Contact Number, Applicant's Name, and Dates of Reservation for all days of travel.
  - If the applicant is traveling to several Member States, proof of accommodation in each of them.

## FINANCIAL DETAILS

1. Bank-statement requires physical
  - Applicant has to present either their bank-statement or the sponsor's statement if they are sponsored by a blood relative or spouse
  - Bank statement should be for the last 3 months with the bank's sign & seal.
2. ITR
  - If the applicant is a proprietor, Business ITR of the last 3 years.
  - 2 years Personal ITR (or) Form 16 for employed.
  - 2-year Personal ITR for self-employed.
  - If you are sponsored by a company in India, Acknowledgement of the company's ITR Returns for the last three years.

## OCCUPATION DETAILS

1. Employed
  - Below are letters from the company with the letterhead along with the applicant name, designation, and signature of the authorized signatory:
  - Leave Sanction letter (or) No Objection Certificate
  - Payslips of the last 3 months
  - Company Appointment Letter (if the applicant recently switched the company)
2. Self-employed
  - Cover Letter, with the business letterhead.
  - Business registration certificate; can be any GST certificate, Certificate of Incorporation, Partnership deed, MOA, etc.
  - Add valid proprietorship proof.
3. Student
  - Any one of the below letters from the Institute containing the applicant's name:
  - Bonafide certificate (or) Leave letter from educational institution (or) Student identity card copy.
4. Retired
  - Retirement Proof (OR)
  - Pension slip for the last 3 months.

## ADDITIONAL REQUIREMENTS

1. Mandatory Details
  - Applicants must visit the visa application center in person for biometric data
  - A biometric visit is not required if the applicant has a Schengen visa issued within the last 3 years
  - All documents must be in English or translated officially
  - Embassy or Consulate may request additional documents or personal interviews on a case-by-case basis
  - Applications submitted within 15 working days of the travel date will not be accepted.
2. Travel Insurance
  - Mandatory travel insurance with minimum coverage of Euro 30,000 or US Dollar 50,000 is required for health emergencies, treatment, hospitalization, or repatriation.
  - It must cover all Schengen countries and be valid for the entire stay.
  - Inadequate insurance may result in a shorter visa validity.
  - Carry valid Schengen travel insurance and be prepared to show proof to border authorities.
3. Cover letter
  - Stating the applicant's purpose of visit and personal details addressing to the consulate (or) embassy as per jurisdiction, if applicable.

## CONDITIONAL REQUIREMENTS

1. Minor Travelling with One Parent
  - For minors traveling with one parent, provide written consent of the other parent or guardian, include a signed copy of the other parent or guardian's passport or photo ID.
  - If a person has sole custody or guardianship of the minor, provide proof.
  - NOC from the parent if applicable.
  - All minors must be accompanied by both parents or legal guardians and sign the application form in front of a VFS officer, except when the child is visiting the other parent residing in Germany.

## 2. Staying with friends and family

- Original Invitation letter (townhall letter) in the English language with the name of the traveler, passport number, purpose and duration of the trip, and itinerary of the visit in brief, signatures of the Inviting person or family, issued and endorsed by the Schengen Office of Immigration and Nationality or certified by a public notary.
- Passport & Visa or residence permit of the Invitor along with the address proof

## 1. Sponsor documents

- Sponsorship letter from the sponsor stating the applicant's details and particulars for the trip.
- Employment proof of the sponsor.
- Bank statement of the sponsor,
- Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India (or) If the sponsor is from Germany, then passport/driving license copy of the sponsor

## 2. Internal travel

- If the applicant is travelling internally within the schengen area, applicant has to submit internal commute proof

## 3. Marriage certificate

- Applicable, if the spouses name is not mentioned at the back of the passport.

### **KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:**

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



**For more info contact:**  
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