

CHECKLIST FOR TOURIST APPLICATION

1.	<input type="checkbox"/>	Visa application, duly filled out in English and signed by the applicant (for minors: signed by parents or legal guardian)
2.	<input type="checkbox"/>	Two recent passport pictures (one picture will be returned to the applicant) <i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye colour must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3.	<input type="checkbox"/>	Valid passport, at least two free pages
4.	<input type="checkbox"/>	Round Trip air ticket reservation <i>Document must be in English or in German language, must be issued by airline or travel agency, must report full name of applicant as per passport</i>
5.	<input type="checkbox"/>	Hotel booking confirmation <i>Document must be in English or German, reservations must cover whole duration of the trip, must report hotel name, address, name of all applicants</i>
6.	<input type="checkbox"/>	Exact itinerary: <i>Dates, cities, transports used to move across Schengen Area; if travelling to Non-Schengen country during same trip, transport ticket and valid visa (for the non-Schengen country) is needed</i>
7.	<input type="checkbox"/>	(If applicable) For organized tours: <i>Confirmation or original voucher of the travel agent or tour operator for the organized tour</i>
8.	<input type="checkbox"/>	Proof of economic situation in country of residence <i>Statement of the last 3 months updated to current month with stable transactions, name of applicant shown on the statement must be same on passport, savings accounts with positive balance, no fixed accounts; OR: original bank certificate of a savings account dated within one month from submission date.</i>
9.	<input type="checkbox"/>	(If applicable) Evidence of applicant's employment <i>If applicant is an employee: company's registration, headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, indication of the number of vacation days, company stamp, signature of manager, full address of company, telephone number of company, letter's date of issue must be within 30 days; if applicant is business owner: Business License (from DBD) valid for 90 days together with English translation</i>
10.	<input type="checkbox"/>	(If applicable) For applicants with insufficient finances <i>Sponsor letter from the person who wishes to sponsor the applicant, if sponsor is a family member, proof of family relationship must be submitted (original birth certificate or house registration or marriage certificate) together with English translation, statement of the last three months of the sponsor's savings account updated to current month; OR: original bank certificate of the sponsor's savings account dated within one month from submission date</i>
11.	<input type="checkbox"/>	(If applicable) Name Change certificate <i>Original and copy, translation in English or German</i>
12.	<input type="checkbox"/>	(If applicable) If students applying: Original letter from the school dated within one month from the date of submission must report: <i>Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission</i>
13.	<input type="checkbox"/>	(If applicable) For applicants married or related to Austrian/EU citizens: <i>Original and copy of marriage certificate/birth certificate, together with translation into English or German</i>
14.	<input type="checkbox"/>	(If applicable) Copy of proof of ownership of real estate property or land property (property title)
15.	<input type="checkbox"/>	Overseas medical insurance <i>Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory</i>
16.	<input type="checkbox"/>	(Only applicable for Non-Thai citizens) Original and copy of work permit, Re-Entry stamp from Thai immigration, three months validity after coming back from the Schengen states
17.	<input type="checkbox"/>	(Only applicable for minors applying) <i>If applicant is under 18 and travelling with one of the parents: original consent letter from District, to be signed by the parent who is not travelling together with the minor, translated into English and birth certificate (copy and original) If minor is travelling alone: original consent letter to travel abroad from the District signed by both parents, translated into English and birth certificate. If one of the parents passed away, death certificate together with translation in English.</i>
18.	<input type="checkbox"/>	Two copies of applicant's passport's first page.
19.	<input type="checkbox"/>	Copy of previous Schengen visas.
20.	<input type="checkbox"/>	Copy of the relevant entry and exit stamps to Schengen area.
21.	<input type="checkbox"/>	If Visas are in old passport: copy of first page of passport and copies of relevant visas, also of the pages with the relevant entry and exit stamps to Schengen area.

IMPORTANT NOTES:

The processing time for a Visa application is 15 calendar days according to Visa Schengen Code if the application is complete and all requested documents have been submitted. Need of interviews or other issues might extend this period up to 45 days.

All documents must be translated in English or German and dated not earlier than 1 month before the date of the submission. The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

I, the applicant declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.

Date:

Signature of Applicant:

Name of VFS Staff:
