

Checklist for Schengen visa
-Business-

I. Jurisdiction

S.No		Yes	No
1	Does the applicant live in our jurisdiction (Tamil Nadu, Pondicherry, Kerala, Karnataka and Andhra Pradesh)?		
2	To which Schengen – Countries will the applicant travel? For how many days? Please list! 1. 2. 3.		

II. Documentation

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

S.No	Required Documents	Yes	No
1	Valid passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages		
2	3 passport pictures according to biometric specifications, not older than 6 months.		
3	Application form & declaration duly signed		
4	Company covering letter with entire travel plan (itinerary) and Company Profile		
5	Invitation letter from the business partner in Germany in English or German For consultancy services : please provide a confirmation letter from the German client		
6	Detailed schedule of your business meetings (ONLY for stays over 30 days)		
7	Certificate of Incorporation of the company		
8	Company bank statement of the last three months, stating the drawing power/credit limit		
9	Last three years Company Income Tax Return (ITR) form		
10	Proof of financial status:		
10a	If self-employed : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
10b	If employed : Payslips of the last three months / employment contract/ Appointment Letter		
10c	Personal bank statement of the last three months with sufficient funds		
10d	Last three years Income Tax Return (ITR) form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
11	Proof of accommodation for your entire stay in the Schengen area		
12	Flight reservation , (rail tickets, others, if internal travel involved).		
13	<u>Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)</u>		
14	Proof of civil status : Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
15	1 copy of your passport's data page (A4 size copy)		
16	I herewith confirm to have received the information leaflet regarding the data protection regulations		

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

As of 10 December 2018

Date & Place:

SO	English Proficiency Level
	Best Better Good Weak None

Applicant/TravelAgent/Representative Sign