



**Checklist for Schengen visa**  
**- Visit -**

**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 Document	Yes	No
1	Valid <b>passport</b> (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	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months		
3	<b>Application form</b> & declarations duly signed		
4	<b>Personal covering letter</b> explaining the purpose of your visit		
5	<b>Leave letter</b> of your company (if employed)		
6	<b>No-objection certificate</b> of school or university (if student)		
7	<b>For Minors:</b>		
7a	Application form and declarations signed by both parents		
7b	Consent letter signed by both parents.		
7c	Clear Copy of the parent(s)' passports data page		
7d	Birth certificate of the Minor		
8	<b>Proof of sufficient funds</b> for the visit:		
8a	<b>If sponsored: Verpflichtungserklärung</b> (original formal obligation letter) of your sponsor		
8b	<b>Invitation Letter form Inviting person.</b>		
8c	<b>Inviting Person:</b> Passport copy and Resident Permit Copy (daughter and son in law or son and daughter in law)		
8d	<b>If self-sponsored: Personal bank statements</b> of the last 3 months with sufficient funds		
9	<b>Proof of financial status:</b>		
9a	If <b>employed:</b> Payslips of the last three months / employment contract/Appointment letter		
9b	If <b>self-employed:</b> Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
9c	<b>Personal bank statement</b> of the last three months with sufficient funds		
9d	Last three years <b>Income Tax Return (ITR)</b> form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
10	<b>Proof of accommodation</b> for your entire stay in the Schengen area		
11	<b>Flight reservation</b> ,( rail tickets, others for travel within Schengen )		
12	<a href="http://www.india.diplo.de/visa">Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)</a>		
13	<b>Proof of civil status:</b> Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
14	<b>1 copy of your passport's data page</b> (A4 size copy)		
15	<b>I herewith confirm to have received the information leaflet regarding the data protection regulations</b>		

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	DEO

**Applicant/Travel Agent/Representative Sign**