



**Checklist for Schengen visa**  
**- guest scientists / study / research-**

**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 stay in Germany		
5	<b>No-objection letter</b> of your local university / research institute		
6	<b>Invitation letter</b> from German university / research institute confirming conditions of your stay in Germany, including payment (scholarship)		
7	<b>Proof of academic qualification</b> (academic degree certificate or marksheets)		
8	<b>Proof of financial status:</b>		
8a	<b>If Sponsored : Sponsors last 3 month bank statements</b>		
8b	<b>Personal bank statement</b> for last three month with sufficient funds		
8c	Last three years <b>Income Tax Return (ITR)</b> form or Form 16 (Certificate of Income Tax deducted at the source of salary)		
8	<b>Proof of accomodation</b> for your entire stay in the Schengen area		
9	<b>Flight reservation</b> , rail tickets etc.		
10	<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>		
11	<b>1 copy of your passport's data page</b> (A4 size copy)		
12	<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:**

<b>SO</b>	<b>English Proficiency Level</b>
	<b>Best</b> <b>Better</b> <b>Good</b> <b>Weak</b> <b>None</b>

**Applicant/Travel Agent/Representative Sign**