



**Checklist for Schengen visa**  
**- Trade fair -**

**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:

SNo	Required Documents	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>Company covering letter</b> with entire travel plan & company profile		
5	<b>Exhibitor's pass / visitor's pass</b>		
6	<b>Certificate of Incorporation</b> of the company		
7	Last three years <b>Company Income Tax Return (ITR) form</b>		
8	<b>Company bank statement</b> of the last 3 months, stating the drawing power/credit limit		
9	<b>Proof of financial status:</b>		
9a	If <b>employed:</b> Payslips of the last three months / employment contract		
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) form</b> or Form 16 (Certificate of Income Tax deducted at the source of salary)		
10	<b>Proof of civil status:</b> Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
11	<b>Proof of accommodation</b> for your entire stay in the Schengen area		
12	<b>Flight reservation</b> , (rail tickets, others, if internal travel involved).		
13	Travel health insurance (Kindly refer to <a href="http://www.india.diplo.de/visa">www.india.diplo.de/visa</a> to find out about the travel health insurances accepted)		
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:**

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

**Applicant/TravelAgent/Representative Sign**