



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

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

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	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
<input type="checkbox"/>	<b>Application form</b> & declarations duly signed
<input type="checkbox"/>	<b>1 copy of your passport's data page</b> (A4 size copy)
<input type="checkbox"/>	<b>Travel health insurance</b> (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)
<input type="checkbox"/>	<b>Personal covering letter</b> explaining the purpose of your visit
<input type="checkbox"/>	<b>For Minors:</b> If travelling unaccompanied by parent(s), consent letter signed by both parents & applicant Form signed by both parents Copy of the parent(s)' passports data page
<input type="checkbox"/>	<b>Leave letter</b> of your company (if employed) <b>No-objection certificate</b> of school or university (if student)
<input type="checkbox"/>	<b>Flight reservation</b> , rail tickets, others
<input type="checkbox"/>	<b>Proof of accommodation</b> for your entire stay in the Schengen area
<input type="checkbox"/>	<b>Proof of sufficient funds</b> for the visit: <b>If sponsored: Verpflichtungserklärung</b> (formal obligation letter) of your sponsor <b>If self-sponsored: Personal bank statements</b> of the past 3 months with sufficient funds
<input type="checkbox"/>	<b>Proof of financial status:</b> If <b>employed:</b> Payslips of the past three months / employment contract 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.) <b>Personal bank statement</b> of the past three months with sufficient funds <b>Income Tax Return (ITR)</b> form or Form 17 (Certificate of Income Tax deducted at the source of salary)
<input type="checkbox"/>	<b>Proof of civil status:</b> Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable
<input type="checkbox"/>	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months

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.