SCHENGEN VISA – Visit of family members or friends
FOR NON-QATARI NATIONALS

Sr. #	Documents Required	submitted
1	Application form — available online free of charge One application form duly completed and signed by applicant.	
2	For minors below the age of 18: The application form must be signed by anyone parent / legal guardian • A form "letter of consent" signed by the parents/legal guardian must be attached • Passport copies of parents/ legal guardian • Valid visa copies of parents/ legal guardian if applicable	
3	**Passport:** • Validity of a minimum of Six months from the date of expiry of the requested Visa • Signed by passport holder • Passport not older than 10 years (issued within the last 10 years) • A minimum of two blank pages to be used for visas • Previous passport if applicable	
4	• IMPORTANT: valid Qatar residence permit (minimum validity of 3 months up to return to Qatar from the trip) ***Applicant must complete 1 year in Qatar** **at the time of application.**	
5	**One recent biometric passport sized photograph (3.5x4,5 cm) with white background.** **Note: (not older than 6 months**) • Not tilted picture (portrait style) showing both edges of face clearly. • Close up of the head and top of the shoulders so that the face takes up 70–80% of the photograph. • Photo in sharp focus and clear	
6	**Overseas medical insurance** • Valid for entire duration of period of first stay and valid for all Schengen states • Minimum coverage 30,000.00 € incl. repatriation.	
7	**Flight reservation** • Valid & confirmed flight reservation. *if travelling to multiple Schengen countries internal means of transportation.	
8	**Verification of purpose of visit:** **• Personalized original invitation letter from the host in Hungary/Schengen incl. full address of host and applicant's purpose of visit and** • **Passport copy of host in Hungary/Schengen State and copy of his/her residence permit for Schengen State if applicable.** • **Address card for the property / bill payment receipts.** ***For Denmark invitation letter VU2 form.** **Note: The invitation must contain the following: Full name of applicant, passport details, period and duration of stay.**	
9	**SALARY CERTIFICATE:(ORIGINAL)** Must be addressed to the Hungarian /Denmark Embassy and signed by legal representative of the company and stamped. *Not older than 1 month from the date issue ***Name Position, Salary and date of joining must be included.**	

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10	**Proof of financial means of applicant** • Originally stamped and signed personal bank statements for all banks (current and savings) with salary income (minimum last 6 months) UpToDate (not older than 1 month from the date of submission).	

REMARKS to be filled out VFS staff (please tick what is applicable):

- **Applicant travels**

  □ alone

  □ with family member/s

  □ with a group as ……(please specify e.g. colleague, escort, sponsor)

- **Applicant's documents are □ complete**

  □ NOT complete - applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application.

- **Applicant's travel date is less than 15 days □ no**

  ☐ YES - applicant has been informed about the processing time and that he/she might not be able to travel to the intended date

Remarks:

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SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE:

……. **……**

CITY AND DATE **SIGNATURE OF THE APPLICANT**

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT)

……. **……**

CITY AND DATE **SIGNATURE OF THE VFS STAFF.**

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