

TOURIST VISA CHECKLIST

Documents Required

- 1)** All Passports (Expired & Current)
- 2)** Print all Passports pages (Black & White)
- 3)** 3 Photograph (70-80 % Face, White Background, Matt Paper)
- 4)** *Invitation/Hotel Booking
- 5)** Business: Visiting Card, Letter head, GST certificate, Current Role in Business at Letter head (Stamped & signed)
- 6)** If salaried: Noc + form 16+ 3 months' salary slips latest + identity card.
- 7)** If Student: Noc + identity card
- 8)** Income tax Returns – latest 3 Years.
- 9)** Bank statements (Savings/Current) – 6 months (up to date, Stamped & signed by the bank)
- 10)** Financial supports (LIC-fund/Surrender value, Public Provident Fund Statement, Fixed Deposits, Electricity Bill, Mutual Funds SIP - statement, Property Valuations, National Savings Certificates or any other Investments)
- 11)** Adhaar card

From Office Side:

- 12)** Forms
- 13)** Appointment Letter
- 14)** Health Insurance and Travel Insurance
- 15)** Air ticket
- 16)** Hotel booking
- 17)** Cover letter
- 18)** Hotel Booking

Details Required

- 1) Personal Contact No..... Email id.....
- 2) Date of travel: From..... To
- 3) Occupation.....
- 4) Occupation Address.....
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- 5) Telephone of office.....
- 6) Schengen visas issued during the past three years
If yes: From.....
To.....
- 7) Fingerprints collected previously for the purpose of applying for a Schengen visa
Date.....

Details:

- i. *If **Invitation**- Invitation letter(signed), 6 Months Bank Statement, Tax Returns for 3 Years, Passport, Status proof, Electricity bill, Water Bill, Tv bill.
In Case of Employment or Salaried: 6 Latest Salary Slips, ID card, Letter from Employer about current employment.
In Case of Business: Mention the Details (current role, income, years spend in business) of Business in the Letter Head (Stamped & Signed)
- ii. Processing time: 7 to 15 Days.