

<u>Checklist for Schengen visa</u> - <u>Tourism -</u>

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

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	Valid passport (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
	Application form & declarations duly signed
	1 copy of your passport's data page (A4 size copy)
	Travel health insurance (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted)
	Personal covering letter with entire travel plan (itinerary)
	For Minors: - 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
	Leave letter of your company (if employed)
	No-objection certificate of school or university (if student)
	Flight reservation, rail tickets, others
	Proof of accomodation for your entire stay in the Schengen area
	Proof of financial status:
	If employed: Payslips of the past three months / employment contract
	If self-employed : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)
	Personal bank statement of the past three months with sufficient funds
	Income Tax Return (ITR) form or Form 17 (Certificate of Income Tax deducted at the source of salary)
	Proof of civil status: Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable
	2 passport pictures according to biometric specifications, not older than 6 months

All documents need to be presented in the given order <u>in original</u>. Should you wish to keep any original, kinldy 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.