List of supporting documents to be submitted by visa applicants in India

I. Documents to be submitted by all applicants:

1. Proof of intended means of transport and itinerary.

2. Cover letter from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.

3. Proof of accommodation:

− Hotel reservations, rental of holiday home or campus residence reservation.

− If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host

− If the applicant is travelling to several Member States, proof of accommodation in each of them.

4. Proof of financial means

− Original private bank statement showing movements in the last three months, duly stamped and signed by the bank;

− Indian income tax return acknowledgment for the last two assessment years;

In addition

a) If the applicant is employed:

− Pay slips for the last three months;

− Employment contract;

− employers' statement on approval for holidays.

b) If the applicant is a company owner or self-employed:

− certificate of registration of the company, including its goods and services tax

(GST) registration number for companies based in India.

− Business bank account statement and proof of income tax return (barcode verifiable).

c) If the applicant is sponsored:

− proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned , if applicable (cf. the website of the Member State of destination)

d) If the applicant is retired:

− pension statements for the last three months and/or

− proof of regular income generated by ownership of property or business.

5. Copies of:

− The current passport’s biodata page;

− The last page of the passport (for Indian passports);

− entry/exit stamps of the Schengen area from previous passports (if available).

6. Minors:

− If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided;

− If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;

− copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.

7. Students

− certificates of the establishment at which the applicant is enrolled.

II. Documents to be submitted depending on the travel purpose

1. Business trip:

− Invitation from the inviting company or organisation;

− cover letter from the applicant's employer.

Both letters must confirm, as a minimum:

a) The applicant's identity;

b) The purpose of the journey (meetings, conferences, training or business related events);

c) the period and place of intended stay.

2. Journeys undertaken for the purpose of study, research, or other types of internship:

− certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.

3. Journeys undertaken for the purpose of tourism:

− certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans.

4. Journeys undertaken for the purpose or visiting family/friends:

− Invitation from the family member/friend, including their address and

Contact details, and intended period of stay.

− Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable.

5. Journeys undertaken to attend cultural, sports or religious events and for film crews:

− Invitation, entry tickets, enrolments or programs.

− For film crews:

a) Letter from the film company specifying title, synopsis and shooting locations of film;

b) Complete list of names of travelling crew members along with their roles;

c) Letter from the agency in the Schengen State confirming arrangements for film permits;

d) certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.

6. Journeys of members of official delegations:

− copy of the official invitation:

− Note verbale issued by the sending authority(ies) concerned confirming:

a) The identity of the applicant;

b) The purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);

c) the period and place(s) of intended stay.

7. Journeys undertaken for the purpose of medical treatment

− Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination;

− Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly; − proof of pre-payment of the treatment.

8. Seafarers:

a) Employment contract/appointment letter (showing duration of employment)

b) Seaman's book

c) Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:

− Name and family name of the seafarer;

− Place and date of birth, passport number, seafarer's book number;

− Date of issue, period of validity of passport and the seafarer’s book;

− The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter);

− Name and flag of the boat;

− Port and date of boarding and disembarking;

− Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area);

− Name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.

− The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship.

− Flight reservation (if applicable)

9. Airport transit

− Visa or other entry permit for the third country of destination.

− Documents in relation to the onward journey to the final destination after the intended airport transit

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Applicant Signature VFS Staff Name

Date of Submission:

Remarks: _____