

GERMANY DOCUMENT CHECKLIST FOR A TOURIST VISA

1. 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 to affix the visa.
2. Two photographs (35x45mm white background 70% - 80% face coverage) and must not be more than six months old.
3. Application Form (VIDEX) completely filled online and signed by the applicant.
4. Declaration of Medical Insurance & Declaration of true and complete information.
5. A sign cover letter from the applicant with the name and passport number of the traveler, explaining the purpose, duration & itinerary of the visit in brief.
6. Hotel Bookings.
7. Leave Sanction letter from the company (For Employee) - No Objection certificate from School / University (for Student)
8. Pay slips - Last 3 months of the applicant
9. 3 yrs. ITR Returns / Form 16. of the applicant
10. Bank statements for last 3 months of the applicant
11. Certificate of Incorporation of the company.
12. Passport copy of the applicant (Biometric & Address page)
13. Confirmed return air ticket.
14. Overseas travel medical insurance valid for all the Schengen countries. (Covering entire Schengen trip)
15. Are your fingerprints collected previously for the purpose of applying for a Schengen visa in India?

To The Visa Applicant –

- 1) It is recommended to submit all documents as per the requirement.
- 2) The German consulate General reserves the rights to ask for additional document.
- 3) The German consulate General will make a decision based on the documents submitted by me for a visa.
- 4) VFS Global does not play any part in the visa decision-making process.
- 5) Visa process will start after receiving the visa documents at the German Consulate Mumbai.

I confirm that the VFS officer has noted all documents submitted by me.

Name: Passport No: Signature:

VFS Officer: Signature:

Observation – [Bio Case / Non-Bio case]

1) Number of old Passports:

2) Documents Submitted By: Applicant / Travel Agent / Representative

3) Travelling Date: Arrival in the Schengen area - Departure from the Schengen area -