



- **Original Passport with old passport :**
  - **Note :** Passport should be valid minimum 06 months from the date of travel, Passport has been issued within 10 years and validity must not exceed 10 years, No hand written passports will be accepted and at least 2 blank pages
- **Visa Application Form :**
  - 2 recent photograph Each (2.5inch x 2.5inch size, white background, Glossy finish & 80% face image, without specs & not used in previous visa)
- **Evidence of Sufficient Funds :**
  - Original 06 months Personal Bank Statement till date updated with bank sign and stamp on each page with sufficient balance in A4 Size only
  - 03 years Personal Income Tax Returns Acknowledgement Page only
- **If applicant is Employee :**
  - Pay Slip (last 6 months)
  - Leave & NOC letter should address to the consulate/Embassy
- **If applicant is Self Employee :**
  - Business letterhead with sign & Stamp & visiting card
  - Business Registration Proof or Partnership Deed or Memorandum of Article
  - 03 Years Income Tax Return Acknowledgement Page only
  - 06 months Bank Statement with bank sign and stamp on each page with sufficient balance in **A4 Size only**
- **If applicant is Retired :**
  - Retirement letter from Employer
  - Pension Payment Order
  - Pension passbook
  - Provident Funds slip
- **If applicant is Student :**
  - Evidence of enrolment at school
  - college or University Photo ID Card Copy
- **If visiting as a Tourist :**
  - Confirm Hotel bookings



- Ticket Booking
- Tour Itinerary with confirmation letter (If you are taking a Schedule Tour)
- **Overseas medical policy :**
  - Minimum coverage of 30,000 Euro per person, the insurance has to cover the entire stay in Schengen territory, minimum 15 days insurance is mandatory from the travel date

**Note :**

- **All Documents must in English and A4 size.**
- **Normal Process Time: 15 working days after submission in consulate/embassy.**
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