

EUROPE/SCHENGEN VISA REQUIRMENTS

Mandatory Documents

- ✓ **Passport with validity of more than six months.**
- ✓ **Visa application form duly filled in & signed.**
- ✓ **2 Recent passport size photograph (White back ground 45mm x 35mm)**
- ✓ **Invitation Letter if applying for business visa**
- ✓ **Hotel Reservation.**
- ✓ **Air Tickets itinerary.**
- ✓ **Covering letter from the applicant on company's letter head stating his name, designation, purpose, duration of visit & whom is going to pay his traveling expenses.**
- ✓ **NOC Letter from company. (If Employee)**
- ✓ **Overseas Travel Insurance**

Company Document Requirements

- ✓ **Bank statement for last 6 months in original.**
- ✓ **Income tax returns for last 3 years.**
- ✓ **Company registrations certificate or partnership deed or import export license or Vat registration or GST all 3 pages**
- ✓ **Memorandum or profile & catalog.**

Personal Document Requirements

- ✓ **Salary Slip for last 3 months, appointment letter copy and form 16 A copy.**
- ✓ **Bank statement for last 6 months in original**
- ✓ **Income tax returns for last 3 years or Form 16A**
- ✓ **Credit card copy if any**