



## CHECKLIST FOR A SCHENGEN VISA

1. Passport valid for 6 months & all old proper scan copy
2. White Background Photo (35x45mm white background, 80% face coverage)
3. Fill out and signed visa application form
4. Flight reservation
5. Hotel booking
6. Overseas travel medical insurance (minimum coverage for medical expenses: EUR 30,000)
7. Proof of income i.e. last 3 years' personal ITR
8. Personal bank statement for the last 6 months with a good balance
9. Travel itinerary
10. Covering letter - on business letterhead if business/ service/ self employed
11. Salary slip for the last 6 months and leave letter – if service
12. For business purpose:
  - a. company bank statement for the last 6 months
  - b. company IT return for the last 3 years
  - c. company registration copy
  - d. signed Invitation letter on the company letterhead
13. **Covering + Invitation letter should be addressed - To Visa Officer, Consulate General of Mumbai.**