

Valid Passport

- No Handwritten passports will be accepted. Passports with any manual observations will not be Accepted.
- Must have at least a validity of 3 months after return from intended stay
- Must have at least 2 blank pages.
- Proof of minimum 6 months to be provided. (Letter from Bank/Employer)

Visa application Form duly completed

- 2 signatures of the applicant
- 2 photographs to be submitted
- Travel dates and duration of stay must be mentioned.
- Contact details must be clearly mentioned and pertain to the applicant,

Covering letter from Indian company in original and on company letterhead

- Name of & designation applicant and other members travelling.
- Date of joining, travel dates, itinerary and duration of stay.
- Details of the sponsor of the trip.
- Purpose of the visit/meetings/conference/training or business related events.
- Name, designation and signature of the authorized signatory with copy of his/her Passport.
- Attach a copy of the company Registration Certificate/ Memorandum of articles.
- Bank statement of the company for the last one year with Bank stamp and signature with employee nr clearly visible. PLEASE INFORM THE BANK THAT YOU NEED IT TO APPLY FOR VISA.

Invitation letter letter of intent on company letterhead

- letter of intent needs to be sent via email by the inviting company before Visa application's submission
- Copy of letter of intent to be attached, if not in original, in colored photocopy.
- Link for letter of invitation for Business

Inviting Person & Company

- Copy of the Passport or Identity card of the person in Schengen who is signing the invitation letter.
- Copy of the Chamber of Commerce certificate of the inviting Company (Registration with the local Chamber of commerce) dated not less than six months prior to the intended travel.

Financial Status and Means of Sustenance as per Requisite Funds Matrix

- Salary slips (in case employed): last 3 months.

Financial Status and Means of Sustenance as per Requisite Funds Matrix

- Personal 3 months Bank Statement in original (not photocopy) with Bank stamp and signature with employee nr clearly visible. PLEASE INFORM THE BANK THAT YOU NEED IT TO APPLY FOR VISA.
- ITR acknowledgement for the last three assessment years or form 16A.
- In case of Proprietorship: Original Company bank statement for last two months only.

Passport copy of the applicant

- Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas.
- Photocopy: One copy of the front page, one copy of the last page.

Overseas medical insurance

- Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause. Minimum 10 days insurance is mandatory from the travel date in Schengen.

Air Ticket

- Return flight details or airlines reservation printout.
- If the applicant is also travelling to other Schengen countries apart from Schengen, then tickets will be required, including train bookings, car rentals.