

Documentation for SCHENGEN Visa

(All documents should be in original)

1. **Original Passport** valid for minimum of **06 months** from the date of return + **Old passports** if any
2. **Visa form duly signed** by each passenger (print out must be taken back to back). 2 Signatures per applicant
For children below 18 yrs, parents signature must be there in children's (near signature/thumb impression) application form.
Please make sure that you have received the Schengen Visa Form.
3. **04 colour photographs**. Size – 35 mm x 45 mm, pure white Background – Glossy finish (pax need to wear dark colour clothes) and Face coverage - 80% portion of snap should be covered by face.
4. **Copy of IT returns for last 03 years** - advance tax paid challans (Complete Set)
5. **Original updated Bank Statements for past 6 months**
(updated bank statement till date with adequate funds with seal and signature from the bank)
6. Proofs of other financial records like, **Fixed Deposits / Property Papers**.
7. **If Employed:** Leave letter from employer & Salary Slips for latest 3 months
8. **If School / College going Student:** Photo ID proof with validity
9. **If Businessmen:** Copy of companies Registration & Financial documents (company's 06 months bank statement with seal & signature + company's 03 year's IT returns)
10. **Covering letter** describing the purpose of visit along with passenger name and the passport numbers
(Will be arranged by Apna Holidays)
11. **Confirmed Return air tickets (Will be arranged by Apna Holidays)**
12. **Hotel Confirmation (Will be arranged by Apna Holidays)**
13. **Travel Itinerary on KH / DIYH Letterhead (Will be arranged by Apna Holidays)**
14. **Travel Insurance minimum Euro 30,000/- for duration of tour (Will be arranged by Apna Holidays)**
15. **If Honeymoon couple** – NOC on Rs. 20/50 Stamp Paper from bride's & groom's parents along with identity and signature proof of both parents (and must be notarized) and wedding cards from both sides with engagement photographs (10-15).
16. **If children below 18 (unaccompanied/one parent travelling):** need NOC (Rs20/50 stamp paper & notarized) from both parents with their signature proof.

Note: The consulate might ask for additional documents at the time of submission.

**The Consulate General of the Sanctioning Visa Embassy holds all the rights for Sanctioning / Rejecting the Visa.
Apna Holidays is just a facilitator for processing the Visa and is not responsible for the Visa Rejection.
In case of visa rejection, the guest cannot claim for any kind of refund from the VFS / Apna Holidays**