

VISA – CHECKLIST

No.	List of required documents	Yes	No
1.	Passport <ul style="list-style-type: none"> • having at least 2 blank pages (without stamps) • valid for at least 3 months after the expiry date of the requested visa/ not older than 10 years 		
2.	Application form duly completed and signed <ul style="list-style-type: none"> • full address of the host/hotel must be written in the application 	X	
3.	One recent passport-size photo not older than 6 months <ul style="list-style-type: none"> • Photographs must be clear, well-defined and taken against a plain white background without glasses 		
4.	Travel insurance <ul style="list-style-type: none"> • covering all Schengen countries, for a minimum coverage of EUR 30.000 	X	
5.	Round-trip flight ticket reservations <ul style="list-style-type: none"> • no confirmed booking requested 	X	
6.	Hotel booking / proof of accommodation <ul style="list-style-type: none"> • in case of staying in inviting person's accommodation or a rented apartment, approval of landlord + passport/ID copy of landlord 	X	
7.	Employment letter / proof of business ownership / NOC (official English translation)		
8.	Bank statement for last 6 months of applicant (if available)		
9.	For students: school /university letter of enrolment (official English translation)		
10.	Family booklet FRC from NADRA (if applicable, with official English translation)		
11.	Proof of finance for all costs relating to the trip <ul style="list-style-type: none"> • e.g. signed letter of guarantee • Signed ID/passport copy of person financially responsible for the trip Affidavit of Support		
12.	Copies of previous Schengen visas or any other visas (if applicable) / also old passports		

NOTE:

All documents must be presented in **ORIGINAL**, preferably in English/with translation. If applicable, the originals are handed back to the applicant after check of conformity of original and copy.

Applications have to be submitted **at least 15 calendar days before the expected date of departure.**

Signature:

Date: