

TOURIST VISA CHECKLIST (GROUPS - 20+)		YES	NO	NOTE
1	Application for Schengen Visa (No. 119031) attached with 1 photograph not older than six months with white background (3.5cm/4.5 cm). Please explain your plan for visit.			
2	Original and copy of passport or some other valid travel document. If passport has been extended please enclose a copy of this page & copy of the observation page (if any). *The Schengen states does not accept Indian handwritten passport or passport that contains a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed.			
3	Proof of lodging such as Hotel reservation. One group reservation with the list of applicants.			
4	Certificate from the travel agency confirming booking of an organized trip or any other appropriate document indicating the travel plans.			
5	Copy of original Marriage Certificate and Birth Certificates of children. (If not mentioned in the passport)			
6	Flight reservation of return ticket. If travelling to several Schengen states, proof of intra- Schengen flight reservation, train itinerary or car rental. One group reservation with the list of applicants.			
7	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.			
8	<u>Documentary evidence of the applicant's professional activity:</u> Employees: pay slips for the last three months, employment contract and employers statement on approval of holidays <input type="checkbox"/> Student: letter confirming enrolment in the college /university. <input type="checkbox"/> Self-Employed: PAN registration and bank statements covering the last 3 months/Company Registration proof. <input type="checkbox"/> Pension: Pension statement for the last three months or proof of regular income generated by ownership of property or business. <input type="checkbox"/> Employees of the travel agency travelling in the group must submit their employment letter.			
9	<u>Proof of financial means:</u> - Copy of bank statements covering the last 3 months and any other document that may provide information about the applicant's solvency. <input type="checkbox"/> - Income tax declaration for the last two assessment years. <input type="checkbox"/> If trip sponsored: Proof of Sponsorship, sponsor's bank statement. If sponsored by the company, letter from company's head.			
10	- The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent			

Note:

- The visa fee, according to the Schengen regulations, is non-refundable.
- Affidavit will not be considered as a document of evidence by the Embassy of Sweden.

REMARKS

Applicant/Agent Name :

VFS Staff Name :

Date :

Signature:

Signature: