

# VISA REQUIREMENTS: SCHENGEN VISA

## 1. PASSPORT

- Must be valid for 6 months from the date of application
- Please make sure that your passport has at least Two Blank pages with no stamps, visas or endorsements on it.
- Old passport if any must be attached.
- Passport must have 10 years or less validity.
- Passport with more than 10 years validity is NOT ACCEPTED by the consulate.
- Handwritten Passport or any handwritten observations / changes in passport after 01/04/2014 will not be accepted.

## 2. APPLICATION FORM

- Completed application in Capital letters
- Don't fill the application form if visa is processed through Star Tours. Only signature/s required in form.
- Each applicant has to sign a form (Parents sign for Minor under 12 years)

## 3. PHOTOGRAPH

- 2 photograph per applicant (Latest)
- **Size: 35mm x 45mm**
- White back ground (wear Dark Colour Clothes).
- Glossy finish. No borders.
- 80% CLOSE UP (up to Shoulder) without glasses with front profile (**for France 60 to 70 % Close Up to Shoulder**)
- Photo must be Camera clicked (No Scanned Image)

## 4. COVERING LETTER from the Lead applicant

- If in Business: Covering letter must be on BUSINESS LETTERHEAD with recent telephone no. and email address.
- If employed /retired: Covering letter must be on plain paper or personal letter head with recent telephone number.
- Letter has to be typed (Hand written letters not accepted)
- To be signed by the lead applicant / head of the family
- Format attached

## 5. BIOMETRIC (Finger print)

- It is Mandatory to have Biometrics (Fingerprints) to obtain Schengen Visa.
- All passengers must go personally for submission of documents and biometric.
- Applicant's palm and fingers should not have any Cuts, Bruises, Henna (Mahanadi), Colour or Tattoo on the palms & fingers at the time of going for finger prints

## 6. DOCUMENTS

Following suggested documents to be submitted along with the application showing evidence of your personal circumstances in India. (**All below documents must be submitted in "ORIGINAL"**)

### A. If salaried employee

- Last 3 years income tax Returns with computation of Income with Tax paid Challans or form No 16.
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month.
- Letters of employment & leave sanction letter from employer mentioning the designation and period of leave.
- Evidence of a regular salary (last three months) in the form of wage slips. This must reflect of bank statement.
- Marriage certificate in original or notarized – mandatory for Spain Visa.

- **B. If in Business**

- Covering letter on BUSINESS LETTER HEAD
- Last 3 years income tax Returns with computation of Income with Tax paid Challan(**PERSONAL**).
- Last 3 years income tax Returns with computation of Income with Tax paid Challan(**COMPANY**)
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month (**PERSONAL**)
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month (**COMPANY**)
- Director in the company: Memorandum & Article of Association and NOC from other directors of the company.
- Partnership in a company: Partnership deed copy. NOC from other partner/s
- Proprietor: Shop establishment & sales tax registration etc.
- Marriage certificate in original or notarized – mandatory for Spain Visa.

- **C. For Students / children travelling with Parents**

- School/ College ID or Bonafide certificate from the School (**ORIGINAL**)
- **Leave sanction** required if students travelling any time other than usual Holidays period
- Birth certificate in original or notarized – mandatory for Spain Visa.

- **D. For Students / children travelling without Parent /s**

- School/ College ID or Bonafide certificate from the School (**ORIGINAL**)
- **Leave sanction** required if students travelling any time other than usual Holidays period
- If child is traveling with one of the parent, then NOC from other Parent is required on a stamp paper duly notarized along with parents Passport Copies (Rs.100 stamp paper).
- If child is traveling without parents, then NOC from both Parents is required on a stamp paper duly notarized along with parents Passport Copies. (Rs.100 stamp paper)
- Parents Proof of occupation.
- Parents last 03 years IT returns
- Parents last 06 months bank statements (with banks stamp & signature) / passbook in original.
- Birth certificate in original or notarized – mandatory for Spain Visa.

- **E. If retired / Single Traveler / Widow**

- Last 3 years income tax Returns with computation of Income along-with return filled acknowledgement with Tax paid Challans.
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month.
- PPF / Post Office Savings / DMAT accounts in Original (with Valuation)
- Fixed Deposit & Post Saving Certificate
- Letters of employment & leave sanction letter from employer mentioning the designation and the period of leave.
- Evidence of a regular salary (last three months) in the form of wage slips. The same should be reflecting in your Bank Account.
- Retirement Certificate and Pension Statement.
- If Single: NOC from the spouse with Photo ID proof of spouse for signature and name verification.
- If Widow – Death Certificate of the spouse

- **F. Newly married couple.**

- All documents as mentioned above (A. if salaried or B. If Business)
- Covering letter from each individual giving detail of each other, marriage date and purpose of visit.
- Marriage Card and Engagement Photo
- NOC from brides parents stating no objection on travel along with their passport copies / ID proof.

## **7. AIRTICKET (MANDATORY)**

- Return confirmed air ticket.
- Air ticket number and PNR number must be mentioned on the air ticket.

## **8. FOREIGN EXCHANGE**

- Foreign exchange purchase receipt OR International Credit card copy (front and back) with last three months credit card statement if visa processed through **ITALIAN CONSULATE**

## **9. INSURANCE (MANDATORY) \***

Overseas Medical Insurance Policy for entire duration of the Tour or for minimum of 21 days.

Schengen States Consular Representations has approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa Procedure.

Below listed Companies Travel Insurance Policies would only be accepted by the Consulate.

1. Apollo Munich Health Insurance Company 6 months – 70 years
2. Bajaj Allianz General Insurance Company 6 months – 70 years, Travel Prime Super Age Policy without age limit
3. Bharti AXA General Insurance Company 3 month – 60 years
4. Cholamandalam MS General Insurance Company 0 month – 70 years
5. Cigna TTK Health Insurance Limited 0 month – 75 years
6. Future Generali India Insurance Company 6 months – 70 years
7. HDFC ERGO General Insurance Company 3 months – 70 years
8. ICICI Lombard General Insurance Company 3 months – 50 years , Policies for Schengen Countries 51-85 years
9. IFFCO - Tokio General Insurance Company 3 months – 70 years
10. National Insurance Company 6 months – 60 years ,Schengen Plan 61- 80 years
11. Reliance General Insurance Company 3 months – 70 years
12. Religare Health Insurance Company All Plans without age limit
13. Royal Sundaram Alliance Insurance Company 3 months – 70 years
14. SBI General Insurance Company 6 months – 70 years
15. Star Health & Allied Insurance Company 6 months – 70 years
16. Tata AIG General Insurance Company 6 months – 55 years
17. Travel Guard (without Sublimits) 56-70 years
18. Travel Guard Senior (without Sublimits) 71 years and above
19. The New India Assurance Company 6 months – 70 years
20. The Oriental Insurance Company 6 months – 60 years
21. United India Insurance Company without age limit
22. Universal Sompo General Insurance Company 0 month – 70 years

**\* ACCEPTANCE OF THE ABOVE MENTIONED INSURANCE COMPANY MIGHT CHANGE FROM TIME TO TIME AND DEPENDS ON RESPECTIVE SCHENGEN CONSULATE. WE ADVISE YOU TO BE SURE BEFORE THE PURCHASE OF THE TRAVEL INSURANCE**

(Visas are issued keeping in mind duration of policy // confirmation of travel arrangements etc).

**Not all Insurance company issue policy for Sr Citizen - age group 70 years or over...**

Additional check-ups required to obtain such policy.

You require: ECG, Routine Urine Analysis, Blood Sugar Fasting & 2 hours Post Prandial (Post Lunch).

**FOR ALL ABOVE CATEGORIES –**

**You have to show evidence of your stay, for example, a hotel reservation or a confirmation from Tour operator or a letter from your sponsor confirming that you are staying with them.**

**Any other document/s that will satisfy the Visa Officer that you plan to return to India at the end of your visit.**

**Time Taken: Minimum 07 - 10 working days from date of appointment /submission**

**(May take more time as decided by respective consulate / embassy)**

**For Passengers having Blood Relation / Sponsor staying in UK / SCHENGEN COUNTRY**

- Passport Copy (Visa status and copy respectively) of the Blood Relation in UK / SCHENGEN COUNTRY
- Invitation Letter / Sponsor Letter: Stating Address and Contact Numbers , Any one residence proof like agreement/Electric Bill
- Last 3 months Bank Statements
- Employment Proof (last three months Salary Slip etc)
- Above mentioned visa requirements are subject to changes & is at the discretion of the respective Consulate / Embassy

**VISA FEE IS NON REFUNDABLE IN ANY CIRCUMSTANCES)**

Above mentioned visa requirements are subject to changes & is at the discretion of the respective Consulate / Embassy

**APPLICABLE VISA FEES**

**THE ABOVE IS A GUIDELINE FOR VISA APPLICATION WITH SUGGESTED DOCUMENTS. DOCUMENTATION LIST AND REQUIREMENT MIGHT CHANGE AND IS AT THE DISCRETION OF THE RESPECTIVE CONSULATE / EMBASSY.**

**FOR MORE DETAILED INFORMATION – PLEASE VISIT [WWW.VFSGLOBAL.COM](http://WWW.VFSGLOBAL.COM)**

**To be printed on Business letterhead – If in Business otherwise you can type on plain papers / personal letter head).**  
**Letter should have recent Telephone number & Email-id**  
**To be signed by the lead applicant / head of the family - with designation**

Date:

To,  
The Consulate General of \_\_\_\_\_  
Mumbai

Sub: Application for Tourist Visa

Dear Sir / Madam,  
I, the undersigned Mr. \_\_\_\_\_ along with my wife Mrs. \_\_\_\_\_ and my son  
/ daughter \_\_\_\_\_ are traveling to Europe in the month of \_\_\_\_\_ 2016.

Currently I am into business / service / retired (Give brief description of your job, since when you are into this job or  
business etc.) (Also mention about your partner or family)

We are traveling to UK/ Europe on \_\_\_\_\_ and will be staying in Hotel or with my son/daughter/relative Mr. /  
Ms \_\_\_\_\_ residing at / hotel address \_\_\_\_\_ .

We will be joining the Europe tour from London on \_\_\_\_\_ 2016.

All our travel arrangements are being done by **M/s STAR TOURS.**

I am holding sufficient funds to take care of our expenses while on tour.

I, guarantee our return back to India on completion of the tour.

Please find enclosed herewith documents to support our application.

Request you to grant us the necessary visa to facilitate our travel and oblige.

Thanking you,  
Yours Faithfully

Name:  
(Designation)