SCHENGEN TOURIST VISA

DOCUMENT CHECKLIST

Use this checklist to gather the documents commonly requested for your application. Exact requirements can vary by destination, authority and individual profile. EuroWay Mobility Solutions can help you prepare a personalised document plan.

1. IDENTITY & PERSONAL DOCUMENTS

☐ **Passport (original + photocopy of first & last pages)**	*Valid for at least 6 months beyond planned departure, with at least 2 blank pages*
☐ **Old/previous passports (if any)**	*Especially if they contain prior Schengen or other visas*
☐ **Visa application form**	*Duly filled and signed; our team can assist with preparation*
☐ **Passport-size photographs**	*2 recent photos as per Schengen specifications (35mm x 45mm, white background)*
☐ **Aadhaar Card & PAN Card copies**	*For identity and address verification*

2. TRAVEL & ITINERARY DOCUMENTS

☐ **Confirmed round-trip flight reservation**	*Reservation appropriate for visa filing*
☐ **Day-wise travel itinerary**	*Listing countries and cities to be visited*
☐ **Hotel booking confirmations**	*For the full duration of stay, matching the itinerary*
☐ **Travel insurance**	*Minimum EUR 30,000 coverage, valid across the Schengen area for the full trip*
☐ **Cover letter / Letter of Intent**	*Explaining purpose, duration and itinerary of travel*

3. FINANCIAL DOCUMENTS

☐ **Bank statements (last 6 months)**	*Showing stable transaction history and available funds*
☐ **Income Tax Returns (ITR) - last 2 years**	*Acknowledgement copies with Form 16, if applicable*
☐ **Salary slips (last 3 months)**	*For salaried applicants*
☐ **Sponsorship letter & sponsor's documents**	*If sponsored by a relative/employer*
☐ **Proof of fixed deposits / investments**	*Optional supporting evidence*

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General guidance only. Final requirements depend on the relevant authority, destination and applicant profile.

4. EMPLOYMENT / OCCUPATION PROOF

Employment verification / NOC letter	*On company letterhead with designation, salary, leave approval and travel purpose*
Business registration documents (GST/Shop Act/CIN)	*For self-employed applicants and business owners*
Student ID card & Bonafide / NOC from institution	*For students, where applicable*

5. ACCOMMODATION & CIVIL STATUS DOCUMENTS

Proof of accommodation	*Hotel bookings or host invitation where applicable*
Invitation letter (if applicable)	*From host in Europe, with supporting ID/address evidence as required*
Marriage certificate	*If relevant to a joint application*
Birth certificates of minors	*With parental consent documents where applicable*

IMPORTANT NOTES

- Documents not in English may need translation and/or notarisation according to destination-country requirements.
- Carry originals where required for verification.
- Requirements vary by destination and applicant profile.
- Keep copies of all submitted documents for your records.
- Apply well in advance; processing timelines are determined by the relevant authorities.

Planning your European holiday?

EuroWay Mobility Solutions can review your checklist, help prepare your application file and guide you through the submission process.