



SCHENGEN TOURIST VISA DOCUMENT CHECKLIST

Use this checklist to gather all required documents for your application. Requirements may vary slightly by embassy/consulate, employer, or institution — your GM Overseas consultant will confirm the exact list for your specific case.

1. IDENTITY & PERSONAL DOCUMENTS

- Passport (original + photocopy of first & last pages)
Valid for at least 6 months beyond your planned departure date, 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 (we will assist in preparing this)
- Passport-size photographs
2 recent photos as per Schengen photo specifications (35mm x 45mm, white background)
- Aadhaar Card & PAN Card copies
For identity & address verification

2. TRAVEL & ITINERARY DOCUMENTS

- Confirmed round-trip flight reservation
Dummy ticket / reservation acceptable for visa filing
- Day-wise travel itinerary
Listing all countries & cities to be visited within the Schengen area
- Hotel booking confirmations
For the entire duration of stay, matching the itinerary
- Travel insurance
Minimum coverage of €30,000, valid across the Schengen zone for the full trip duration
- Cover letter / Letter of Intent
Explaining purpose, duration and itinerary of travel (we help draft this)

3. FINANCIAL DOCUMENTS

- Bank statements (last 6 months)
Personal & savings account, showing healthy balance and stable transaction history
- Income Tax Returns (ITR) - last 2 years
Acknowledgement copies along with Form 16, if applicable

OFFICE ADDRESS

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- Salary slips (last 3 months)
For salaried applicants
- Sponsorship letter & sponsor's documents
If your trip is sponsored by a relative/employer (ITR, bank statements, ID proof of sponsor)
- Proof of fixed deposits / investments
Optional, but strengthens financial profile

4. EMPLOYMENT / OCCUPATION PROOF

- Employment verification / NOC letter
On company letterhead, mentioning designation, salary, leave approval & purpose of travel
- Business registration documents (GST/Shop Act/CIN)
For self-employed applicants & business owners, along with company bank statements
- Student ID card & Bonafide / NOC from institution
For students — mentioning course details & permission to travel

5. ACCOMMODATION & CIVIL STATUS DOCUMENTS

- Proof of accommodation
Hotel bookings or an invitation letter if staying with friends/family in Europe
- Invitation letter (if applicable)
From host in Europe, along with their ID proof & address proof
- Marriage certificate
If travelling with spouse, for joint applications
- Birth certificates of minors
If travelling with children, along with both parents' consent letter (NOC) if travelling alone

IMPORTANT NOTES

- All documents not in English must be translated and notarized as per the destination country's requirements.
- Photocopies should be accompanied by originals for verification at the time of submission/appointment.
- Document requirements may vary by country and individual profile — please consult your GM Overseas advisor for a personalized checklist.
- Keep at least 3-4 sets of photocopies of all documents for your records and embassy submission.
- Apply at least 4-6 weeks in advance of your planned travel date to allow sufficient processing time.

Planning your European holiday?

Our consultants will personally review every document, prepare your application file, and guide you through embassy appointments — start to finish.

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