

## CHECKLIST TOURISM / BUSINESS / VISIT SCHENGEN VISA

DEAR APPLICANT, PLEASE, ARRANGE THE DOCUMENTS ACCORDINGLY:

COMPLETED AND SIGNED APPLICATION FORM FOR SCHENGEN VISA

PASSPORT SIZED PHOTO (35" X 45")

ORIGINAL VALID PASSPORT OF APPLICANT

- COPY OF THE FRONT DATA PAGE
- COPY OF PREVIOUS SCHENGEN VISA(S)

SIGNED COPY OF FORM 54- DECLARATION OF ACCURACY

PROOF OF RESIDENCE IN CONSULAR JURISDICTION (DL/UTILITY BILL/LEASE/MORTGAGE)

PROOF OF US LEGAL STATUS IN USA

- COPY OF VALID US ALIEN GREEN CARD OR
- COPY OF VALID RESIDENT VISA
  - REQUIRED ADDL ATTACHMENTS FOR E,F,G,H,J,L,O,P, AND R VISAS (SEE VISA ATTACMENT REQ. LIST)

TRAVEL RESERVATIONS

- CONFIRMED **ROUNDTRIP** FLIGHT W/ DATES THAT MATCH THE DATES OF TRAVEL ON THE APPLICATION
- IF THE TRIP COVERS SEVERAL SCHENGENCITIES/STATES AND/OR NON-SCHENGEN COUNTRIES
  - FULL ITINERARY
  - TRAIN, BUS, AND/OR CAR RENTAL RESERVATIONS

PROOF OF PURPOSE OF TRIP ACCOMODATIONS (1 OF THE FOLLOWING)

- HOTEL BOOKING (stating hotel name, address, telephone, confirmation number and Guest name)
- INVITING PARTY'S PROOF OF ADDRESS (LEASE/MORTGAGE ETC.)
- **ORIGINAL & COPY** OF FORMAL OBLIGATION (Verpflichtungserklärung)

INVITATION BY GERMAN RESIDENT/BUSINESS/EXHIBITOR

- GERMAN RESIDENT: **ORIGINAL & COPY** OF FORMAL OBLIGATION (Verpflichtungserklärung) **OR** INCLUDE **ALL** OF THE FOLLOWING
  - SIGNED INVITATION LETTER WITH ADRESS AND CONTACT INFO OF THE INVITING PARTY
  - COPY OF VALID GERMAN IDENTIFICATION OF THE INVITING PARTY
  - COPY OF NATIONAL PASSPORT OF THE INVITING PARTY
  - PROOF OF RELATIONSHIP (COPY OF MARRIAGE/BIRTH CERTIFICATE)
- BUSINESS:
  - SIGNED BUSINESS INVITATION FROM **GERMAN COMPANY**
- EXHIBITOR
  - PROOF OF A PAID BOOTH
  - TRADE SHOW ID CARD IN HER/HIS NAME

**PROOF OF FINANCIAL MEANS FOR THE JOURNEY**

- SIGNED LETTER OF EMPLOYMENT /UNEMPLOYMENT LETTER/ PENSION LETTER
  - 3 MONTHS OF MOST RECENT BANK STATEMENTS - (must show the name and address of the owner)
- **ALL STUDENTS** MUST INCLUDE SCHOOL ENROLLMENT/STATUS LETTER
- FOR SELF-EMPLOYED:
  - BUSINESS LICENSE REGISTRATION (ARTICLES OF INCORPORATION)
  - PRIOR YEAR'S **BUSINESS** TAX RETURN
  - 3 MONTHS OF MOST RECENT **PERSONAL** BANK STATEMENTS

**IF FINANCIALLY SPONSORED**

- **ORIGINAL & COPY** OF FORMAL OBLIGATION (Verpflichtungserklärung) **OR**
- VISA SPONSOR LETTER
  - PROOF OF RELATIONSHIP (COPY OF MARRIAGE/BIRTH CERTIFICATE)
  - COPY OF THE SPONSOR'S PASSPORT **AND** ID
  - INVITING PARTY'S SIGNED EMPLOYMENT LETTER
  - BANK STATEMENTS FOR 3 MONTHS IN USD OR EUROS

**TRAVEL HEALTH INSURANCE-** (DATES MUST MATCH THE DATES OF TRAVEL ON THE APPLICATION)

- COVERAGE OF AT LEAST 30.000 EUROS OR \$50,000 DOLLARS
- ZERO DEDUCTIBLE
- MUST INCLUDE MED TREATMENT, REPATRIATION BACK TO THE USA (MUST BE PURCHASED IN GERMANY OR US)