

**DEAR APPLICANT, PLEASE, ARRANGE THE DOCUMENTS ACCORDINGLY: \_\_\_\_\_ Date of DEPARTURE: \_\_\_\_\_**

**CHECKLIST TOURISM/BUSINESS/VISIT SCHENGEN VISA**

- COMPLETED APPLICATION FORM FOR SCHENGEN VISA WITH THE PHOTO (35 BY 45 MM SIZE)
- VALID PASSPORT + COPY OF THE FRONT PAGE
- FORM TO SECTION 54
- PROOF OF RESIDENCE IN THE USA (DL/ BILL)
- VALID US ALIEN CARD/GREEN CARD OR US RESIDENT VISA (PROOF OF LEGAL STATUS IN THE US) AND ONE COPY
- PROOF OF PURPOSE OF TRIP (HOTEL BOOKING /INVITATION+COPY/ BUSINESS COMPANY INVITATION )
- FOR INVITATION- PASSPORT COPY OF THE INVITING PARTY/FOR BUSINESS – COMPANY INFO
- LETTER OF EMPLOYMENT /STUDENT STATUS LETTER/UNEMPLOYMENT LETTER/ PENSION LETTER/FOR SELF-EMPLOYED: BUSINESS LICENSE + TAX RETURN FOR THE PREVIOUS YEAR AND 1 COPY
- CONFIRMED FLIGHT (ROUNDTRIP) DATES SHOULD MATCH THE APPLICATION DATES OF TRAVEL
- PROOF OF SUFFICIENT MEANS FOR THE JOURNEY- LATEST 3 MONTHS OF BANK STATEMENTS- TRAVEL MONEY CARDS AND CASH –NOT ACCEPTED
- IF FINANCIALLY SUPPORTED – LETTER OF SPONSORSHIP, PROOF OF RELATIONSHIP (MARRIAGE CERTIFICATE COPY), COPY OF THE SPONSOR’S PASSPORT, WORK CERTIFICATE, BANK STATEMENTS FOR 3 MONTHS
- HEALTH INSURANCE- COVERAGE AT LEAST 30 000 EURO, ZERO DEDUCTABLE, INCLUDING MED TREATMENT, REPATRIATION BACK TO THE USA (MUST BE PURCHASED IN GERMANY OR IN US)