

Schengen Visa Document Checklist Template

Personal Information

- **Full Name:** _____
- **Date of Birth:** _____
- **Nationality:** _____
- **Passport Number:** _____
- **Contact Information:**
 - **Email:** _____
 - **Phone:** _____
 - **Address:** _____

Required Documents

- **Visa Application Form**
 - Completed and signed.
- **Passport**
 - Valid for at least three months beyond the intended stay.
 - Contains at least two blank pages.
 - Issued within the last ten years.
- **Two Passport-Sized Photos**
 - Recent (taken within the last three months).
 - Meets the Schengen visa photo requirements.
- **Travel Itinerary**
 - Round trip reservation or flight itinerary.
 - Proof of accommodation (hotel bookings, rental agreement, or invitation from a host).
- **Proof of Financial Means**
 - Recent bank statements (last three to six months).
 - Proof of regular income (salary slips, letter from employer, or tax returns).
 - Sponsorship letter (if applicable) with the sponsor's bank statements.
- **Travel Insurance**
 - Coverage of at least €30,000.
 - Valid for all Schengen countries.

- Covers medical emergencies, hospitalization, and repatriation.
- **Proof of Employment or Enrollment**
 - **Employed:** Letter from employer stating position, salary, and leave approval.
 - **Self-Employed:** Business license, company bank statements, and tax returns.
 - **Student:** Proof of enrollment and no objection letter from the educational institution.
- **Cover Letter**
 - Explain the purpose of your visit and provide a detailed itinerary.
- **Proof of Civil Status**
 - Marriage certificate, birth certificate of children, death certificate of spouse, etc.
- **Additional Documents (if applicable)**
 - **For Minors:** Birth certificate, application form signed by both parents, family court order (if applicable), certified copies of ID/passport of both parents.
 - **For Business Trips:** Invitation letter from the business partner in the Schengen area, proof of previous trade relations, business bank statements.

Country-Specific Requirements

- **Country-Specific Forms or Requirements**
 - Additional forms or specific documents required by the destination country.

Final Checklist Before Submission

- Ensure all documents are completed and signed where necessary.
- Photocopy all original documents.
- Organize documents in the required order.
- Check visa application fee and payment method.
- Confirm appointment date and time.
- Prepare any additional supporting documents requested during the application process.

Note: This template is designed to help you organize your Schengen visa application documents efficiently. Customize it according to the specific requirements of the country you are applying to. Using this checklist will ensure you include all necessary documents and meet all deadlines.