



**Checklist for Schengen visa**  
**- Trade fair -**

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> |  |
| <input type="checkbox"/>            | Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages   |
| <input type="checkbox"/>            | <b>Application form</b> & declarations duly signed   |
| <input type="checkbox"/>            | <b>1 copy of your passport's data page</b> (A4 size copy)  |
| <input type="checkbox"/>            | <b>Travel health insurance</b> (Kindly refer to <a href="http://www.india.diplo.de/visa">www.india.diplo.de/visa</a> to find out about the travel health insurances accepted)  |
| <input type="checkbox"/>            | <b>Company covering letter</b> with entire travel plan   |
| <input type="checkbox"/>            | <b>Exhibitor's pass / visitor's pass</b>   |
| <input type="checkbox"/>            | <b>Flight reservation</b> , rail tickets, others   |
| <input type="checkbox"/>            | <b>Proof of accomodation</b> for your entire stay in the Schengen area   |
| <input type="checkbox"/>            | <b>Certificate of Incorporation</b> of the company   |
| <input type="checkbox"/>            | <b>Company Income Tax Return (ITR) form</b>  |
| <input type="checkbox"/>            | <b>Company bank statement</b> of the past 3 months, stating the drawing power/credit limit   |
| <input type="checkbox"/>            | <p><b>Proof of financial status:</b></p> <p>If <b>employed</b>: Payslips of the past three months / employment contract</p> <p>If <b>self-employed</b>: Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)</p> <p><b>Personal original bank statement</b> of the past three months with sufficient funds</p> <p><b>Income Tax Return (ITR)</b> form or Form 16 (Certificate of Income Tax deducted at the source of salary)</p> |
| <input type="checkbox"/>            | <p><b>Proof of civil status:</b></p> <p>Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable</p>  |
| <input type="checkbox"/>            | <b>2 passport pictures</b> according to biometric specifications, not older than 6 months  |

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.