

Leaflet of documents required for your tourist travel purpose

It is strongly recommended to submit a complete set of documents as per the below list of requirements in order to avoid delays in visa processing.

The decision to approve or refuse a visa is entirely up to the Diplomatic Mission. Please note: the Diplomatic Mission might request you to submit missing / additional documents that may prolong the processing time.

All documents be recent, not older than 1 month, and need to be provided for every Schengen visa application.

Applicants always bring and present their original documents also submit with the photocopies.

For Minors, please check the separate leaflet.

- **[Printed Visa Application form \(original\)](#)**

All pages of the online application form need to be printed out. Please sign the form in 3 designated places.

- **[Additional Information sheet \(original\)](#)**

Document needs to be printed out, signed and submitted along with the visa application and its additional documents.

- **Passport (original and 2 photocopies)**

Signed passport, at least 2 blank pages for visa purposes, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area.

(Extended passport may still be valid, but when older than 10 years the passport is no longer acceptable; in that case applicant first needs to apply for a new passport.)

- **UK Residence permit (original and photocopy)**

UK Residence permit, endorsed in the passport or issued as a Biometrics card, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area; C type visitor visa is not acceptable.

- **Biometric Photograph (original)**

1 recent colour photograph, not more than 6 months old, on white or off-white background.

- **Proof of occupation**

- Employer letter (original), recent (less than 1 month), headed letter (addressed to the Mission, name and position of the signee and confirming applicant's employment) OR recent 3 month's payslips.
- Student letter (original), recent (less than 1 month old), UK school/college/university letter (addressed to the Mission, name and position of the signee and confirming applicant's enrolment)
- Self-employment letter (original): recent (less than 1 month old), headed letter (addressed to the Mission, name and position of the signee and confirming applicant's self-employment) and obtained from (if applicable) applicant's accountant: when applicant's company's accounting is done by an external/independent accountant or HM Revenue & Customs. For company directors conducting own accounts, Certificate of Incorporation.
- Unemployed/retired: Recent original letter obtained from local Jobcentre or Pension Service.

- **Proof of funds**

- o Latest 3 months UK current account bank statements showing applicant's name, address and an end balance dated within the last month on the visa application submission date. The balance should show at least £40 a day for the stay in Schengen area. Online bank account printouts are also accepted.
- o This amount has to also include the cost of tickets and accommodation (if not paid).
- o Travellers' cheques are also accepted if covering at least £40 a day for the stay in Schengen area; these must be signed by the applicant

- **If sponsored by Spouse/Parent/Adult Child in UK/Germany only**

- o Marriage/Birth certificate original and copy (if this document was issued outside the EU and is not in English or German, then it should be translated by a certified translator)
- o Sponsor's passport (copy)
- o Sponsor's proof of funds (UK/German bank account with a balance showing at least £40 a day for the stay in the Schengen area)
- o Sponsor's proof of occupation (student/employment letter OR 3 months payslips)
- o Sponsor's cover letter (signed & dated) confirming sponsorship

*Any other person may provide

Formal Declaration of Obligation (Verpflichtungserklärung), which can be obtained from Germany Embassy London (if sponsor lives in UK) OR from the sponsor's local Town Hall authority (Foreigners Office – Ausländerbehörde) in Germany (if sponsor lives in Germany)*

- **Proof of travel (airplane, train, boat, coach, car)**

Confirmed return travel tickets: mentioning applicant's name and travel dates to & from the Schengen Area. If travelling within Schengen countries, travel tickets must be provided showing proof of travel.

- o For air travel, itinerary only from travel agent are not accepted.
- o For travel by car, ferry tickets must be provided

(When booking a return ticket, please be aware that filing a complete application does not guarantee that a visa will be granted. It may be advisable to book a fully refundable ticket)

- **Proof of accommodation**

- o Confirmed accommodation (hotel, hostel, camping,...) reservation mentioning applicant's name, travel dates and accommodation address details.

If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card + passport signature page, if signature is not on passport's bio page.

When accommodation is reserved for a group, then a list with the names of the group members will also be required; alternatively, the group members their names may also be mentioned on the travel ticket.

- **Travel insurance (all-risk medical travel insurance)**

The travel insurance – issued in UK or Germany and showing applicant's name- has to be valid throughout the complete territory of the Schengen Area and must cover the entire period of the applicant's intended stay in the Schengen Area; the minimum coverage for medical emergency and repatriation (in case of death clause included) must be €30,000.