

Schengen visa

Business Person:

Personal Documents

1. New passport + old passport (Passports issued with validity of 20 years are no longer accepted)
2. Visa application form duly signed (As per Passport)
3. 03 Photograph's of size 35mm X 45mm, 80% face on photograph, white back ground, matt finish.
4. Covering Letter
5. Updated Personal bank statement of last 03 Months with sufficient funds (appx.Rs.4 lakh per person) with bank stamp on each page
6. Last 2 yrs IT return's Acknowledgments
7. For Students, copy **of** college **or** school ID card

Company Documents

1. Updated bank statement of last 03Months with bank stamp on each page
2. Last 2 yrs IT return's Acknowledgments
3. Copy of Partnership Deed **or** Registration Certificate **or** Memorandum and articles of Association

Salaried Person:

1. New passport + Old Passport (**Passports issued with validity of 20 years are no longer accepted**)
2. Visa application form duly signed (**As per Passport**)
3. 03 Photograph's of size 35 mm X 45 mm, 80% face on photograph, white back ground, matt finish.
4. Covering Letter
5. Hard copy of Leave Letter from Company (**mentioning your position, duration of your service and "no objection statement" regarding the planned trip to Switzerland/Schengen countries, the dates and purpose of the trip**)
6. Salary Slip of last 03 Months
7. Updated Personal bank statement of last 03 Months with sufficient funds (appx.Rs.2 lakh per person) with bank stamp on each page
8. Last 2 yrs IT return's Acknowledgments or Form 16 copy

FOR ENGAGED / NEWLY MARRIED COUPLES

- **Marriage Certificate or Marriage Affidavit**
- **6 Engagement / Wedding photographs.(at least 2 with family)**
- **No objection letter from bride's parents along with their passport copies**