

Checklist for Schengen (Short Term) Visa

1. Filled in [Application for Schengen Visa](#)
2. One recent color passport size photo
3. Passport or official travel document issued with a validity that exceeds the intended stay of the applicant by at least 3 months.
4. PROOF OF ACCOMMODATION - Evidence of hotel bookings or Voucher issued by a travel agency verifying payment of services
5. TRAVEL ITINERARY – flight ticket reservation or trip outline issued by the travel agency
6. Document demonstrating PURPOSE OF STAY – invitation letter, if applicable
7. PROOF OF SUFFICIENT FINANCIAL MEANS FOR THE INTENDED STAY -
Personal bank account statement(s) during the last 3 months. The statements must show the name and address of the owner; or Proof of regular income (such as pay slips of the last 3 months);
or letter stating that all expenses will be fully covered by third person or company
8. TRAVEL INSURANCE - Confirmation of travel medical insurance issued by the insurance company covering all costs that may arise during stay in Schengen area in connection with any urgent medical care and/or emergency treatment in the hospital including potential medical repatriation or death.
The travel insurance must be valid for all Schengen member states and the entire length of the applicant's stay. A minimum insurance coverage of 30,000 EUR is required.
9. CONSENT FOR MINORS TRAVELING WITHOUT PARENTS
For minors (children under the age of 18) travelling without or with only one parent a written consent from the parent or legal guardian who is not traveling with the minor (certified by a Notary public) is required. If there is only one custodian, document confirming this fact is required (e.g. a birth certificate, death certificate, court decision on sole custody, etc.).