

Schengen Tourist Visa — Document Checklist

A Schengen short-stay (Type C) visa lets you travel across all 29 Schengen countries for up to 90 days in any 180-day period. Apply to the country where you'll spend the most nights (or your first entry if nights are equal), up to 6 months and at least 15 days before travel. The standard fee is €90 (€45 for children aged 6–12). Under the EU's visa 'cascade' for Indian nationals, frequent travellers who have lawfully used previous Schengen visas can get longer multiple-entry visas. Most embassies don't hold a formal interview, but staff may ask questions at submission.

Last reviewed: October 2026

Tick each box as you put the document in your file. **Required** = asked for in the official instructions. **Supporting** = carry if it applies to you; the officer may ask for it.

Mandatory documents

☐	Passport Issued within the last 10 years, valid at least 3 months after you leave Schengen, with 2 blank pages. Include old passports.	REQUIRED
☐	Visa application form Completed and signed (online form printout for most countries).	REQUIRED
☐	Two photographs 35 x 45 mm, white/light background, taken within 6 months.	REQUIRED
☐	Travel insurance Minimum €30,000 coverage, valid in all Schengen states for the entire trip, including COVID/medical repatriation.	REQUIRED
☐	Flight reservation Return flight itinerary. A reservation is enough — don't buy tickets yet.	REQUIRED
☐	Hotel bookings / accommodation proof For every night of the stay. Refundable bookings are fine.	REQUIRED
☐	Day-by-day travel itinerary Cities, dates, how you travel between them.	REQUIRED
☐	Cover letter Who you are, purpose, dates, places, who pays, and that you will return.	REQUIRED
☐	Visa fee Pay at the application center; check the current fee for your age group.	REQUIRED

Financial documents

☐	Bank statements — last 3 to 6 months Stamped / signed by the bank. Balance should comfortably cover the trip (roughly €100 per person per day is a safe guide, varies by country).	REQUIRED
☐	Income Tax Returns — last 3 years	REQUIRED
☐	Salary slips — last 3 months	REQUIRED
☐	Sponsorship letter + sponsor's financial documents If someone else pays.	SUPPORTING

Employment proof

☐	Employer NOC / leave letter On letterhead with designation, joining date, salary, approved leave dates and that you'll resume work.	REQUIRED
☐	Self-employed: business registration, GST, company bank statements	SUPPORTING
☐	Students: bonafide / NOC from college	SUPPORTING
☐	Retired: pension proof	SUPPORTING

Other

☐	Previous Schengen / US / UK visas Copies of visas from the last 3–5 years help a lot.	SUPPORTING
☐	Invitation letter If visiting friends/family: invitation letter, host's ID and residence permit.	SUPPORTING
☐	Marriage certificate For couples travelling together.	SUPPORTING
☐	Minors: birth certificate + parents' consent (NOC) Notarised if one parent isn't travelling.	SUPPORTING

Tips before you submit

- The 'main destination' rule matters — applying to the wrong embassy is a common refusal reason.
- Insurance, hotels and flights must cover exactly the same dates.
- Explain any large recent deposits in your bank statement in your cover letter.
- Using previous Schengen visas correctly helps you qualify for longer multiple-entry visas next time.

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