SCHENGEN VISA TEMPLATE

Schengen Visa Document Checklist (blank)

How to use: text in [square brackets] is a fill-in field or guidance note. Replace or delete every bracket before you print and sign.

Tick each item and keep this order when you assemble your file.

- ☐ Application form, completed and signed
- ☐ Passport (valid 3+ months after departure, issued within 10 years, 2 blank pages) + copies
- ☐ Two recent photos to ICAO standard
- ☐ Travel medical insurance certificate (EUR 30,000+, all Schengen states, full trip)
- ☐ Flight reservation (return or onward)
- ☐ Accommodation for every night
- ☐ Cover letter
- ☐ Day-by-day itinerary
- ☐ Bank statements, last *[3–6]* months
- ☐ Proof of employment / studies / business
- ☐ Sponsor letter and sponsor's documents *[if someone else pays]*
- ☐ Previous Schengen visas (copies) *[if any]*
- ☐ Residence permit *[if applying outside your country of nationality]*
- ☐ Extra documents required by *[consulate name]* — check the consulate's own checklist