SCHENGEN VISA TEMPLATE

Sponsorship Declaration Letter (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.

Before you start — check if an official guarantee form is required

An informal sponsorship letter is widely accepted when your sponsor lives in your home country (such as a parent sponsoring a student or child), provided it is accompanied by the sponsor's last 3–6 months of bank statements, employment verification or tax returns, and legal proof of your relationship (e.g., birth or marriage certificate). In many jurisdictions, consulates recommend or require having this letter notarized.

However, if your sponsor is a resident or citizen of the destination country, some Schengen states do not accept a private letter alone and instead require an official, legally binding financial obligation document processed by their local municipal or immigration office (such as a Verpflichtungserklärung in Germany, a legalized Bewijs van garantstelling in the Netherlands, or a Déclaration de prise en charge in Switzerland). Always verify your specific consulate's checklist before relying solely on an informal declaration.

Version 1 — Family or personal sponsor

[Sponsor's full name]
[Street address, city, postcode, country]
[Phone] · *[Email]*

[Date of letter]

To: The Visa Section
[Embassy or Consulate of the country you apply to]
[City]

Subject: Financial sponsorship for the Schengen visa application of *[applicant's full name]*, passport no. *[number]*

Dear Sir or Madam,

I, *[sponsor's full name]*, born *[date of birth]*, holder of *[passport / national identity card]* no. *[number]* and resident at *[full address]*, confirm that I will financially support the Schengen visa application of *[applicant's full name]*, born *[date of birth]*, passport no. *[number]*, who is my *[relationship, e.g. daughter / spouse / cousin]*.

[Applicant's first name] intends to travel to *[destination country]* from *[arrival date]* to *[departure date]* for *[purpose, e.g. tourism / visiting family]*. *[If you are also hosting them: During the visit they will stay at my home at (full address), free of charge.]*

I undertake to cover *[keep only what applies: return flights, accommodation, daily living expenses, travel medical insurance]* for the whole of this stay. I accept responsibility for these costs for the entire period of the visit, and I confirm that I have the means to do so.

[If you are a legal resident rather than a citizen of the country where you live: I hold a (residence permit type) valid until (date).]

Enclosed with this letter:

1. Copy of my *[passport / national identity card] [and residence permit, if applicable]*
2. Proof of our relationship: *[birth certificate / marriage certificate / other]*
3. My bank statements for the last *[3 / 6]* months
4. *[My payslips / my most recent tax return]*
5. *[Proof of the accommodation I am providing]*

Please contact me on the telephone number or at the email address above if any further information is required.

Yours faithfully,

[Handwritten signature]
[Sponsor's full name]

Version 2 — Employer sponsor

Use company letterhead. This version is signed by an authorised manager or an HR representative — never by the traveller.

[Company letterhead: registered name, address, telephone, email, company registration number]

[Date of letter]

To: The Visa Section
[Embassy or Consulate of the country you apply to]
[City]

Subject: Company sponsorship for the Schengen visa application of *[employee's full name]*, passport no. *[number]*

Dear Sir or Madam,

[Employee's full name], born *[date of birth]*, passport no. *[number]*, has been employed by *[company name]* as *[job title]* since *[start date]*. I confirm that the company is sending them to *[destination country]* from *[arrival date]* to *[departure date]* for *[business purpose, e.g. a meeting with (host company), the (name) trade fair, training at (location)]*.

[Company name] will meet the full cost of this trip, including *[return flights, accommodation, daily expenses, travel medical insurance]*. *[Employee's first name]* remains employed with us and is expected to resume their duties on *[return-to-work date]*.

Enclosed: *[company registration extract / invitation from the host company in Europe / the employee's approved leave]*.

Yours faithfully,

[Handwritten signature]
[Name], *[job title]*
[Direct telephone] · *[Email]*

Before you submit — check each line

- ☐ Sponsor's full name, date of birth, address, phone and email
- ☐ Sponsor's passport or national ID number, and residence status if they live in the Schengen Area
- ☐ Applicant's full name, date of birth and passport number
- ☐ The relationship between the two of you
- ☐ Purpose of the trip and destination country
- ☐ Exact travel dates, matching the flights and itinerary in the rest of the file

☐ Which costs are covered, each one named

☐ A clear statement accepting responsibility for those costs for the whole stay

☐ List of attached documents

☐ Date and the sponsor's handwritten signature

What gets these letters rejected

The letter is unsigned or undated. The dates do not match the flights, hotel bookings or itinerary. There is no proof of relationship. The sponsor's bank statement shows a large deposit made just before the application. Or the applicant's own cover letter never mentions the sponsor at all.