

## **ANNEX II**

### **List of supporting documents to be submitted by visa applicants in India**

I. Documents to be submitted by all applicants

1. Proof of means of transport

Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

2. Proof of lodging

Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them.

3. Proof of financial means

- Original private bank statement showing movements in the last three months, duly stamped and signed by the bank;
- Indian income tax return acknowledgment for the last two assessment years;
- In addition:

*If the applicant is employed:*

- payslips for the last three months;
- employment contract;
- employers statement on approval for holidays.

*If the applicant is a company owner or self-employed:*

- certificate of registration of the company.

*If the applicant is sponsored:*

- proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination)

*If the applicant is retired:*

- pension statements for the last three months;
- proof of regular income generated by ownership of property or business.

4. If the applicant is a minor:

- If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor;
- If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;
- Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.

II. Documents to be submitted depending on the travel purpose

1. Business trips:

- invitation from the inviting company or organisation;
- cover letter from the applicant's employer;

Both letters must confirm, as a minimum:

- a) the applicant's identity;
- b) the purpose of the journey (meetings, conferences, training or business related events); and
- c) the period and place of intended stay.

2. Journeys undertaken for the purpose of study, research, or other types of internship:

- certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company;
- student cards or certificates of the establishment at which the applicant is enrolled.

3. Journeys undertaken for the purpose of tourism

- certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans;
- marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.

4. Journeys undertaken for the purpose of visiting family/friends:

- marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of the ration card, if applicable;
- certificate proving the existence of family relationship, if applicant is visiting relatives.

5. Journeys undertaken to attend cultural, sports or religious events and for film crews:
  - invitation, entry tickets, enrolments or programmes.
  - For film crews:
    - a) letter from the film company specifying title, synopsis and shooting locations of film;
    - b) complete list of names of travelling crew members along with their roles;
    - c) letter from the agency in the Schengen State confirming arrangements for film permits;
    - d) certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.
6. Journeys of members of official delegations:
  - copy of the official invitation;
  - Note verbale issued by the sending authority(ies) concerned confirming:
    - a) the identity of the applicant
    - b) the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);
    - c) the period of intended stay;
    - d) the place of stay.
7. Journeys undertaken for the purpose of medical treatment
  - certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination;
  - official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly;
  - proof of pre-payment of the treatment;
  - any other correspondence between the sending medical doctor and the receiving medical institution.
8. Seafarers:
  - a) Employment contract/appointment letter (showing duration of employment)  
Copy of the seafarer's working contracts/appointment letter in order to board the ship.
  - b) Seaman's book

- c) Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:
- name and family name of the seafarer
  - place and date of birth, passport number, seafarer's book number
  - date of issue, period of validity of passport and the seafarer's book
  - the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter)
  - name and flag of the boat
  - port and date of boarding and disembarking
  - itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area).

In the letter of invitation, the shipping company/maritime agency based in the Member State should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.

The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/ she boards the ship.

- d) Flight reservation (if applicable)
- e) If the visa application is presented by a shipping company/ maritime agency of India, a covering letter of invitation by the agency/company including the list of seafarers applying.

9. Airport transit

- Visa or other entry permit for the third country of destination.
- Documents in relation to the onward journey to the final destination after the intended airport transit.