#  Flightplushotel.com’s Visa Checklist



**TOURIST**

Single/Multiple entry

Visa type

**Sticker**

Processing Time

**21 Working Days**

Stay duration

**90 Days**

Visa validity

**180 Days**



**BUSINESS**

Single/Multiple entry

Visa type

**Sticker**

Processing Time

**21 Working Days**

Stay duration

**90 Days**

Visa validity

**180 Days**

## Documents Required for Schengen Visa

### Original Passport

* Your passport should have a minimum of two blank pages.
* It must be valid for at least three months beyond the end of your trip.
* The passport should have been issued within the last ten years.
* A scanned copy of the first and last page of the passport.
* Scan and include the first and last pages of your previous passport, along with its travel history, i.e., Visa Stickers and Entry-Exit Stamps Pages in Passport over the last 10 years.

### Old Passport

* Provide a copy of your old passport, if any.
* Carry a copy of old passport song with its original.

### Passport-Sized Photos

* The photo dimensions should be 35mm by 45mm.
* Your face should cover 80% of the photo.
* The background must be white.
* The photo should have been taken within the last six months.
* Your teeth should not be visible in the photo.
* Your ears should be visible in the photo.

### Schengen Visa Application Form

* Put your signature on the application form and carry it along on the day of appointment.

### Flight Bookings

* Confirmation of round-trip booking is necessary.
* It should also include reservations for internal transfer within Schengen States (Flight Itinerary, Train Itinerary or Car Rental Details).

### Hotel Bookings

* Display proof of hotel bookings covering the entire duration of your stay in France.

### Invitation Letter from Host

* An invitation letter is necessary.

### Proof of Socio-Professional Status

* Provide a certificate of employment.
* Extract from the trade and companies' register
* Provide school attendance list and certificate.
* Submit proof of pension.

### Cover Letter

* Clearly state the purpose of your travel.
* Clearly mention the travel dates, i.e., the beginning and end dates of the trip.
* Mention your Passport number in the Cover Letter.

### Appointment Confirmation

* The appointment letter should contain essential information such as the traveler's name, appointment date, time, and location.
* It is mandatory for travelers to carry this letter with them to gain entry into the visa center.

### Travel Medical Insurance

* Travel insurance with a minimum coverage of 30,000 Euros is required.

### 3 Months Bank Statement Copy

* Submit your own recent bank statement, covering the past three months.
* The statement should be no more than one week old at the time of application.
* Recommended bank balance is at least 65 Euros (INR 5,700/-) per person/per day for the entire trip.
* The proof of funds should not be more than 4 days old on the appointment day.
* It is advisable to transfer the money fifteen days prior to the appointment to maintain the balance.
* It does not need to be signed by the bank.

### Income Tax Return

* Submission of Personal Income Tax Returns for the previous financial year.
* If available, ITR V Acknowledgement of past two financial year.

### Sponsorship Letter

* Sponsor Bank Statement - Documentation of accessible and demonstrated available funds of the sponsor
* Sponsor Cover Letter - Proof of sponsorship and support, including specifics on the nature and method of support provided.
* Sponsor ID Copy - Documentation establishing the relationship, if any, between you and your sponsor.
* Sponsor passport - Evidence of the relationship, if any, between you and your sponsor.

### Copy of Birth Certificate

* Provide a copy of your birth certificate.

## Supporting Documents for France Tourist Visa

### If Employed

**Copy of Income Tax Department Return + ITR V acknowledgment**

* If you do not have an ITR-V, you can instead provide Form 16.

**Leave NOC from Employer**

* Employer's letter confirming approved leave.
* Provide the original company letter on official letterhead, including the authorized signatory's name, designation, contact information, and company seal stamp.

**Last 3 Months Salary Slips**

* Pay slips of last 3 months

**Company Registration Proof**

* Submit a copy of either the Company Registration, GST Certificate, Memorandum of Association (MOA), or Partnership Deed.

**Company Bank Statement**

* Last 06 months company bank statement.

**Company ITR**

* Income Tax Return of the company for the last 03 years.

### If Retired

* Proof of Retirement.
* Proof of regular income generated by ownership of property or business.

### Proof of Residency Connection Documents

* Provide a copy of your marriage certificate, rental/property agreement, or Aadhar card

### If Minor

* IT Return - Both parents should provide Form 16 on behalf of their minor child and affix their signatures on the document.
* Birth Certificate - A birth certificate is necessary for individuals under the age of 13.
* Parents Passport - Parents passport is necessary solely in cases where the child is traveling unaccompanied by both parents or a single parent.
* Parent ID Proof - If traveling with your parent(s) or legal guardian(s), this applies as long as they're not also applying for a visa at the same time.

## Supporting Documents for France Business Visa

### Company Letter

* An introduction letter is required from the Indian company on official company letterhead.
* The letter should clearly state the purpose of the visit and explain the relationship between the Indian and French companies.
* If the trip is sponsored by the Indian company, please provide relevant sponsorship details.
* Company ITR.

### Copies of All Passport Pages with Stamps or Visas

* Provide copies of all passport pages with Stamps or Visas, if traveled before.