

Europe (Schengen) Business Visa Requirements

Common Documents:

1. Passport

- Original passport (current and old, if any)

2. Photographs

- Two recent photographs (35 mm x 45 mm) White background 80% face coverage Matte finish

3. Overseas Travel Insurance

4. Air Tickets Confirmed return air tickets

5. Hotel Confirmation

- Confirmed hotel reservations covering the entire duration of stay
- Applicant's name must appear on the booking
- If travelling to multiple Schengen countries (e.g., Italy, France, Germany, etc.), hotel bookings for each country must be provided

For Self-Employed Applicants:

- Personal and company bank statements for the last 6 months (updated, with original bank stamp and signature on each page, A4 size)
 - Personal and company Income Tax Returns (ITR) with barcode acknowledgement for the last 3 assessment years
 - Company registration documents (GST Certificate / MOA / AOA / Partnership Deed)
 - Cover letter on company letterhead
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For Salaried Employees:

- Personal (savings + salary) bank statements for the last 6 months (updated, with original bank stamp and signature on each page, A4 size)
 - Last 6 months' salary slips
 - Personal Income Tax Returns (ITR) with barcode acknowledgement for the last 3 assessment years
 - Cover letter on companies letter head stating the purpose of visit.
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For Salaried Employees: Indian company sponsor documents:-

- Company bank statements for the last 6 months (updated, with original bank stamp and signature on each page, A4 size)
- Company Income Tax Returns (ITR) with barcode acknowledgement for the last 3 assessment years
- Company certificate of incorporation/ MOA/ AOA/ Partnership deed

For Business Visit:

- Invitation letter from the inviting company in the Schengen country
- Passport invite