CONSULAT GENERAL DE FRANCE
A BANGALORE

Checklist for Schengen short stay - business

		Yes	No
1	Passport + one copy of the identity pages, your passport must have been issued **less than ten years ago** and be valid for at least three months after your return to India. Your passport must have two blank pages to affix the visa. (The amendment pages are not suitable for visas). Children must travel on their individual passports.		
2	One Schengen (short stay) application form with all columns filled in and TWO recent photographs in the size of 3.5 cm x 4.5 cm with light white/grey background, head uncovered. Please print in black. Indicate also your phone numbers and e-mail,		
3	Original cover letter		
4	Copy of confirmed attestation d'accueil* (Proof of Accomodation) with invitation letter in original or hotel reservation		
5	Copy of itinerary prepared by the travel agency (only for those going on tour)		
6	Copy of income tax papers of last three years / last 3 months bank statements / last 3 months salary slips		
7	Copy of overseas medical insurance policy + repatriation, evacuation cover (equivalent to 30.000 Euros)		
8	Copy of air ticket or PNR (booking printout)		
9	The visa issued by the country of final destination, if needed		

Important!
- ✓ If you are a frequent traveller and wish to apply for a longer validity visa you can request for the same in the covering letter. The decision to grant a longer validity visa remains with the French Consulate. In case you are granted a "visa de circulation" valid for at least one year, medical insurance coverage for the whole year will be required.
- ✓ For applicants working longer than 30 days and up to 90 days, the host organization has to request clearance from the "Department of Labour" **DIRECCTE** (Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi).
- ✓ Each application must be supported by a copy of the requisite documents.

Contact of applicant (tel) :_____

Email:_____

Accpeted by : _____**(officer signature)**

Comments if any:

Applicant signature :