



Schengen Visa

Business travel

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	<p>1. Visa application form: Duly completed online and signed. Signature must be notarized when mailing application.</p>
<input type="checkbox"/>	<p>2. Passport not older than 10 years: Valid for at least 3 months from the date on which you leave the Schengen area. Passport must contain at least 2 empty side-by-side pages. Provide a copy of the picture page in addition to the passport itself.</p>
<input type="checkbox"/>	<p>3. Proof of legal residence in the US: Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. Applicants with an F1-visa, must include an I-20 endorsed within the last year.</p>
<input type="checkbox"/>	<p>4. One recent color photo: American or European passport-size, less than 6 months old with white background.</p>
<input type="checkbox"/>	<p>5. Visa fee : see consular fee schedule under consular services.</p>
<input type="checkbox"/>	<p>6. Proof of travel arrangements: Full itinerary of intended travel, including to other Schengen countries if applicable. Include all transportation reservations (flight, train, or boat) and a chronological statement of your plans in the Schengen area. All reservations must include names of travelers.</p>
<input type="checkbox"/>	<p>7. Proof of accommodation: Bookings for the entire intended travel with complete address and contact information of the location.</p>
<input type="checkbox"/>	<p>8. Proof of financial means: You may find the minimum necessary funds needed here. Balance sheets of 3 most recent bank statements. <u>If insufficient:</u> most recent credit card statement with available credit. Statements must clearly reflect the name of the applicant. Foreign accounts are not acceptable. <u>When travel is funded by the employer or host company:</u> letter from the employer OR host company confirming that all business travel related expenses will be covered.</p>
<input type="checkbox"/>	<p>9. Proof of ties with the US: Most recent pay stub with year-to-date earnings + first 2 pages of most recent tax declaration. If the YTD earnings, are not mentioned on most recent pay stub, provide an employment verification letter. <u>When self-employed:</u> current business license + first 2 pages of most recent tax declaration + statement describing the reason for professional travel.</p>
<input type="checkbox"/>	<p>10. Proof of health insurance with a minimum coverage of 30.000 euros for medical emergency expenses and explicit coverage for repatriation of remains. The summary of benefits must clearly mention the name of the applicant as well as the dates and that it</p>

	will cover you in the Schengen area. Suggested insurance providers can be found here . Do NOT submit the entire policy, nor the insurance card.
<input type="checkbox"/>	11. Prepaid and pre-addressed envelope (optional) to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that Washington and New York do not use FedEx.