

CHECKLIST FOR SHORT STAY TOURIST VISA (less than 90 days)

Date of application	Date of Departure
Applicant's Full Name	Passport No.

	<u>List of documents to be presented in this order</u>	<u>Yes</u>	<u>No</u>
1.	One short stay application form legible and fully completed, dated and signed by the applicant plus two colour passport size photographs showing the full face, forehead, hairline and ears on a white background. All applicants should mention their personal mobile and/or landline telephone numbers on the visa application form. If the file is presented by a travel agent, it should also state the telephone number of the relevant agent.		
2.	Original passport, issued less than ten years ago and valid for at least three months after the intended return date to India from the Schengen zone. It must have a minimum of two blank pages (face to face). A photocopy of the front and back pages with applicant's address must be submitted. Copies of valid and expired visas for all Schengen countries, the United Kingdom and the United States of America, must also be shown. It is not possible to accept passports with any written observations concerning Passport number; Surname; Given Name; Nationality; Sex; Date of Birth; Place of Birth; Place of Issue; Date of Issue; Date of Expiry. Only passports with no observations can be presented. Passports must be machine readable. Handwritten passports cannot be accepted.		
3.	Original covering letter signed by the applicant explaining the purpose of his/her trip to France and if applicable to the Schengen countries.		
4.	Original of an up -to-date letter from employer in India stating annual salary, that the requested time of absence has been approved and confirming continued employment upon return to India. For self-employed people and businessmen , going as tourists, a covering letter on the company's letterhead is required. Self-employed applicants must submit proof of business i.e. firm's registration or partnership deed.		
5.	Copy of last 3 months salary slips . Please underline the net monthly amount.		
6.	Copy of the last 3 months personal bank statements . Please <u>underline</u> the latest entry date and amount.		
<p>Applicants having no financial means of support must produce a letter from their sponsor confirming the commitment of full financial support for the applicant for all his/her expenses during the stay in France and the Schengen zone. A photocopy of the sponsor passport and sponsor last three months <u>personal bank statements</u> must be provided.</p>			
7.	Copy of updated 1 year income tax papers or form 16A		
8.	Copy of personal return flights reservation with confirmed dates.		
9.	<p>Hotel reservations in France with full names, addresses, zip codes and cities for the entire stay and, if applicable, proof of accommodation in the other member States visited in the Schengen zone.</p> <p><i>Proof of possessing at least the equivalent in Indian Roupies, of 120 Euros on your personal account, for each day of their stay in France avoids having to provide a hotel reservation in France. In this case, it is sufficient to write on the visa application form the exact name, full address, zip code and city of the French hotel. For other Schengen countries visited: hotel reservations with full names, addresses, zip codes and cities.</i></p> <p>OR</p> <p>"Attestation d'accueil" (Certificate of board and lodging) in original, plus a photocopy issued by the relevant French Town Hall, and signed by the host in France. The original of this document must be stamped by the Consulate to be valid and should be presented at the port of entry in France.</p>		
10.	Copy of itinerary prepared by travel agency, for group applicants with list of dates, full names and addresses of all the hotels.		

11.	Copy of overseas insurance policy valid for medical, hospitalization and repatriation expenses during the whole stay, covering at least the amount of 30,000 Euros. Please <u>underline</u> the validity dates and coverage on the contract and make sure the applicant carries his original insurance when he/she arrives in France.		
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Please be informed that the Overseas Medical Insurance must be bought from one of the stated Indian Insurance Companies. For more information click here – http://www.vfs-france.co.in/Kolkata_news.htm l

Please note that this is subject to change without prior notice.

Any other travel medical insurances issued by Indian insurance companies will not be accepted. However, visa applicants may present insurances from another country where claims against the insurance company would be recoverable in a Schengen State.

Consular Representations of Schengen States also approved specific travel medical insurance policy schemes for corporate and group travels of individual travel insurance companies on this list with 70 years of age as upper limit of appropriate coverage.

Applicants with a Schengen visa for one or two entries must prove that they are in possession of adequate valid travel medical insurance covering any expenses in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death, during their entire stay(s) in the territory of the Schengen States.

Applicants with a multiple entry visa (more than two entries), must prove that they are in possession of adequate valid travel medical insurance covering the period of their first intended visit. In addition, they must sign the statement in the visa application form, declaring that they are aware of the need to be in possession of adequate travel medical insurance for the **entire** subsequent **stays** in the Schengen States.

Students under 18 must provide: either an original certificate of enrolment from their school or university, or any other document proving their enrolment as a student or apprentice. It should also include a **No Objection Certificate** from the establishment

Young persons over 18 dependants on their parents for their living expenses must provide an original certificate from their school or university or any other document proving their professional or educational occupation. It should also include a **No Objection Certificate** from the establishment

For **incentive trips**, two letters and lists are also required for each applicant:

- 1) A letter from the company offering the visit with a list of all the travellers taking part, including their full names, date and place of birth, full personal address, passport number with delivery and expiry dates.
- 2) A letter from the travel agent with their own list of participants confirming the above indications. A copy of the company's last three months bank statements is required plus a copy of the applicant's last three personal bank statements. No names can be added after these lists have been presented

Domestic staff in private service for a foreign or French national, accompanying his/her employer to France must produce a French work permit (Cerf a form n°13647*02). Submission of a contract established between the employee and the employer in accordance with the French labour law, has to be approved by the relevant D.I.R.E.C.C.T.E (Direction Régionale des Entreprises de la Concurrence de la Consommation du Travail e t de l'Emploi) in France

If the **applicant is a minor** travelling on his own: an authorization form to be signed by both parents and the hosting family in France, plus photocopies of their passports are required. The authorization has to be certified by an entitled Indian authority. If the minor is travelling with an adult other than his/her parents, this adult has to be legally authorized by both of the minor's parents to accompany him/her and take any measure that may be needed in case of illness or accident. The authorization has to be certified by an entitled Indian authority and photocopies of their passports provided. If the minor is accompanied by only one of his/her parents, the other must give his/her legal authorization to allow his/her child to travel with his/her spouse. The authorization has to be certified by an entitled Indian authority plus photocopies of their passports provided.

IMPORTANT

The French Consulate General in Kolkata accepts visa files from applicants residing in India and Bhutan (Residents of Bhutan have to apply in Kolkata and nowhere else).

- A Marriage certificate is mandatory for all the married applicants if their spouse's name is not endorsed in the passport. If you do not hold a marriage certificate, an affidavit with photos declaring the applicants as newly married must be produced;
- Visa applications cannot be lodged more than 90 days before the scheduled trip ;
- No visa will be issued on additional pages of passports;
- Although the list of documents to be presented in the same as above, a Schengen visa does not authorize you to enter a French overseas department or territory (DROM/CTOM) and vice-versa, unless it is a multiple entry visa, valid between 6 months and 5 years, and only if it has been granted by a French Embassy or Consulate.
- Children must travel with their own individual passports;
- On arrival in France, **each applicant must be in a position to produce** the following documents to the Immigration Officer: **the reason for his/her stay** (hotel reservation or original “Attestation d’Accueil”), **the means of living** during the stay in the Schengen zone (financial support), **the guarantee of return** to India (Return flight tickets) and a **valid insurance** covering medical, Hospitalization and repatriation expenses for at least 30,000 Euros during the entire stay.

I the undersigned certify that I have been warned of the following:

- Applications presented less than 15 days before departure may not be processed on time;
- The French Consulate General in Kolkata may ask for additional documents to those mentioned above or an interview at the French Consulate in Kolkata.
- The presentation of a complete file does not necessarily mean that the visa will be granted;
- **Any incomplete visa file runs a very high risk** of passports being returned without a Visa. Applicants would then have to re-apply with repayment of the all the fees and presentation of a complete new file.

Name and first name plus signature of the applicant

Telephone contact of the applicant

E –mail of the applicant

Telephone contact of the travel agent if applicable

Accepted by:

Comments, if any

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