

Checklist: Category: **A B C** (*circle one*)

Arrange documents in the order of the checklist,

One clear photocopy of the passport holder page is to be kept aside for Pass-back.

Applicant Name : _____ Passport No: _____

VFS officer to tick documents collected:

General requirements:

1. National **passport**, valid until at least three months after completion of the intended visit.
2. **Previous passports** held by applicant even if expired.
3. A clear **photocopy of the holder page** of your passport.
4. Two recent, passport-size color **photographs**, with white background and name written on the reverse.
5. **Flight reservation Slip** for return flight (NO Ticket) or onward destination.
6. Signed letter of authorization and parental consent in case of unaccompanied minors and copy of parents passports (both parent passport holder page copy 1 set each)

Additional Documents for Transit: A/B

1. Copy of **valid visa for country of destination**, if applicable.
2. **A confirmed Hotel Reservation.**(if Transit B category)

Additional Documents for Tourist: C

1. An "**attestation d'accueil**" signed by relatives or friends in France and certified by the city hall or the police station.
2. Proof of **financial means (Regular Income)**:
 - a. Original up-to-date bank statements of the last 3 months or travelers cheques.
 - b. If **Sponsored**:
 - i. Letter of introduction from the sponsor.
 - ii. Photocopy of the holder page of the sponsors passport.
 - iii. Salary slips of the past 3 months.
3. **Health Insurance (Sickness and repatriation)** valid for the Schengen region for the travel period.
4. **Birth Certificate**
5. For married couples, **marriage certificate**.

Additional Documents for Business: C

1. A **letter of Invitation** from the French company.
2. Proof of your business activity such as a **letter of presentation** from your company or from your employer
3. Proof of **financial means (Regular Income)**:
 - a. Original up-to-date bank statements of the last 3 months or travelers cheques.
4. **Health Insurance (Sickness and repatriation)** valid for the Schengen region for the travel period
5. **Birth Certificate**
6. For married couples, **marriage certificate**.

[Dashed box for signature]

VFS Officer Name and Date

VFS officer to tick as appropriate:

- The applicant has submitted all the supporting documents in **original and copy** as marked on this checklist.
- The applicant has been informed that failure to submit all specified documents may result in the application being refused, but s/he has chosen to proceed with the application.