

REQUIRED DOCUMENTS FOR SCHENGEN TOURIST VISA

Checklist for Schengen Visa

- Passport (Should have minimum 6-month Validity and 02 continuous blank page)
- Recent Photo 2 copies (White background, 4.5*3.5 cm)
- Application Form (Will be filled up by us)
- Family information form (contain spouse, child, parents, brothers, sister name address, DOB & place, occupation etc.)
- Covering Letter.
- Tour plan/activity of propose travel. (Prepared by us)
- Travel Insurance Policy (will done by us, Price-3,000 BDT if candidate's age is less than 40)
- Travel Itineraries – Hotel Accommodation, confirmed return flight tickets, intercity transfers.
- National ID card (Notarized)
- Translated notarized copy of Marriage Certificate (If applicable)

For Service Holder

- 1.-NOC from company stating salary, job duration, leave duration and joining date.
- 2. Salary Slip/statement for last 6 months.
- 3. Personal Bank Statement last 06 months and bank solvency certificate.
- 4. Company PAD
- 5. Visiting Card-02

For Business Man

- Trade License, notarize translated copy), Article Memorandum for Limited Company (Notarized), Incorporate certificate (Notarized)
- Income Tax Certificate for last 3 years of company and personal
- Bank statement last 6 months (Company & Personal),
- Letter Head pad/Company pad (3 pcs),
- Visiting Card (2 Pcs).
- For Student-Student
- Student ID Card/School fee deposit slip.
- Leave letter from school according to proposed travel date.
- Birth certificate translated notarized.