

REQUIRED DOCUMENTS FOR A SCHENGEN VISA

NAME OF APPLICANT :

- Application form** fully and clearly filled out, dated and signed by the applicant.
- Photograph of the applicant** : in color, white background, 1.4''x1.7''in. (3.5x4.5 cm) in size (**NO SMILE**).
- Passport or travel document issued less than 10 years ago and valid for at least 3 months beyond** the applicant's last day of intended stay in the Schengen countries, in good condition, clearly showing the likeness of the applicant, with at least **2 blank visa pages** left.
- Copy of passport or travel document** : relevant information pages containing number, identification, photograph, date of issue, expiration date, signature of bearer and if applicable : endorsements, amendments, name of spouse and previous Schengen visas.
- For non US citizens, **a proof of resident status in the USA** : Permanent Resident Card, student or working visa such as F1 or F2 +I 20, J1 or J2 +IAP 66, G4, G5, HIB, H4...
- Proof of residence** in Delaware, District of Columbia, Maryland, Pennsylvania, Virginia or West Virginia : copy of driver's license + utility bill or lease agreement (both documents, original and copy).
- A proof of employment** : recent letter from the employer certifying employment **and** 3 most recent pay slips (originals and copies).
- Business Licence / Certificate** proving the ownership of your company (original+copy).
- Corporate finances** : last 3 months (most recent) corporate bank statements with detailed transactions (originals and copies).
- Previous year's income tax return** (original and copy).
- An official business invitation letter** from a company based in France (+ copy) guaranteeing travel expenses and mentioning the duration of the stay and the hotel's name and address.
- A proof of studies** : letter of enrolment from university or school in FRANCE (+ your US University)
- Personal finances** : the applicant's 3 last months bank statements of checking and savings accounts showing detailed transactions, name and showing salary deposits (+ internet update).
- A letter of presentation for your trip** (memorandum) detailing: purpose, itinerary, lodging, countries to be visited.
- A trip reservation** mentioning detailed itinerary, name of applicant and dates of travel.
- A hotel reservation** under the applicant's name, for the stay in the Schengen states, mentioning the dates and the hotel's name and address.
- A proof of accomodation (« Attestation d'accueil »)** issued by the authorities of the French town (« Mairie ») where the host resides (original + copy).
- A coverage letter from a health insurance company** stating that the applicant is covered for up to \$ 40,000 (or for an unlimited amount) for medical, hospitalization and repatriation expenses in all Schengen countries for the duration of his/her stay.
- Spouse support** : marriage certificate copy + spouse's identity document copy + proof of employment of spouse (recent letter from the employer certifying employment **and** 3 most recent pay slips (originals and copies).
- The visa issued by the final country of destination** or the country visited after the Schengen states, as applicable (+ a copy).
- For applicants who are minors** : if travelling alone, a notarized parental authorization signed by both parents or guardian. If the minor travels with one parent : an authorization signed by the other parent is required.
- Other :.....
- Other :.....