

Schengen Application – Document Checklist

The checklist below is for you to use as a guide for your application. Some countries will require additional documentation to support your application. To ensure you have the correct documents you should visit the embassy webpages by using the links on UniLife:

<https://intadvice.southwales.ac.uk/immigration-advice-home/schengen-visas/>

Document	Collected?
Completed application form x 1 – available either online or to download and print via the embassy website	
One completed supplementary form – some embassies ask for a Supplementary information form to be completed.	
2 x passport photo: check the Embassy website for specifications, some will only request 1 photo.	
Schengen letter. – Available from the advice Zone	
Health insurance to the value of at least 30,000 EU. Insurance is available from the Post Office, large supermarkets or various providers online. The insurance company will provide you with a letter or certificate to include with your application	
Proof of travel plans this will be the flight / ferry / train booking for your trip. This country insists that you must pre-book your travel before application. .	
Proof of accommodation this will be the booking for the hotel or other accommodation you will be staying at. It is easy to find hotels that make bookings either with a small deposit or no fee at all, so book with one of these.	
Letter of invitation. If you are visiting friends or family, they will need to write you a letter inviting you to come and visit. This should either be in English or in the language of the country you are visiting. If they are providing you with food and / or accommodation, the letter should state this as well.	
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Schengen visa fee. This varies from country to country so check the embassy website for charges and method of payment	
Self-addressed special delivery envelope. This is so that the Embassy can post your passport and / or documents back to you when a decision has been made and is available from all post offices.	
Copies of all documents provided. Generally, you will be expected to take both originals and copies of all your documents to your appointment with you.	