

**Checklist for Short-Stay Visa Schengen Applications**

Name:		Passport number: Group no. if relevant:		
		Yes?	No?	If not, why not?
1.	Application Form (Photos Glued to Top Right Corner)			
2.	Current Passport and Any Previous Passport (If Applicable)			
3.	Sponsor Letter and Proof of Business Registration, Education, or Other Ties (if applicable)			
4.	Invitation Letter and Copy ID of Host (if applicable)			
5.	1 copy of Passport Bio-data Page and Back Page, KITAS/KIMS/KITAP (for foreigners), and copy of Schengen Visa(s) issued during the past three years			
6.	Original & Copy Letter of Consent for Minor Children which is already been notarised (If Applicable)			
7.	Any Other Documents (if applicable)			
8.	Copy Family Card/Marriage Certificate			
9.	Copy Proof Of Funds			
10.	Copy Hotel Booking			
11.	Copy Flight Itinerary			
12.	Copy Travel Medical Insurance			
13.	Visa Processing Fee			
14.	Logistic Fee			

**VFS official to tick as appropriate:**

1.  The applicant/representative has confirmed that s/he has no other documents to submit
2.  The applicant/representative has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
3.  Applicant in Person/ Representative/ Travel Agent \_\_\_\_\_
4.  Passport Submitted

**Name of VFS official:**

**Signature:**

**Date:**

**I understand that submitting all required documents does not guarantee that my application will be approved.**

**Applicant's/Representative's Name:**

**Signature:**

**Date:**