

CHECKLIST

SHORT STAY VISA (LESS THEN 90 DAYS)

Name: _____ Phone: _____ Email: _____

1.	Travel documents must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years, and have at least two (2) blank pages.	
2.	Photocopy of your previous Schengen visas for the last 5 years, as well as any valid UK and American visas.	
3.	<p>Proof of legal residence in Canada and re-entry document</p> <p>For travelers returning to Canada - original Canadian permanent residence card or visa, which is valid for at least three months after the date of re-entry. For travelers proceeding to onward travel (not returning to Canada), after leaving the territory – travel reservation and relevant visa or travel document authorizing entry into the country of destination.</p>	
4.	<p>Notarized letter of consent if minor travelling without a parent or guardian. Must include the parent or guardian's passport data pages. If both parents are not travelling with the child, a notarized letter of consent is required. Birth certificates for all minors must indicate the names of both parents. Notarized Translated Birth Certificate if original document is in some other language than English</p>	
5.	<p>Letter from employer confirming start date and continued employment. Must be dated, signed and cannot be more than 90 days old. Must be on letterhead. If you are self-employed please submit your business registration.</p> <p>OR</p> <p>Letter of enrolment from an educational institution indicating start and end date of your studies.</p>	
6	<p>Proof of travel arrangements</p> <p>Roundtrip flight reservations and flight itineraries for all planned stays in Schengen (if several Schengen States will be visited or of the trip covers several Schengen and non-Schengen countries)</p>	
7.	<p>Hotel/hostel reservation.</p> <p>Must show your full name (as it appears in your passport), must cover each day of your stay in the Schengen area. If the hotel bookings are in the name of a travel companion, a signed letter of support must be submitted along with a copy of this person's passport data page.</p>	

8.	Proof of sufficient funds for the stay in the host country, including most recent 90 days of transactions or notarized letter of support and bank statement from parent, relative etc. who covers the cost of the trip.	
9.	Travel medical insurance, valid for all Schengen-countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g., accident, illness, medical emergency evacuation, repatriation etc.	
10	Proof of ties in Canada Documents providing ties in Canada such as: • Proof of owning a property (copies of invoices and property tax notice) • Investments or other financial commitments • Educational or family (Ties)-related commitments in Canada.	
11	Payment of Visa Fees at VFS Biometric including fingerprints from the age of 12 years old. 2 passport photographs (max. 3 months old, on a white background, measuring 3.5 x 4.5 cm.)	

PART II

Tourism

- Individuals: confirmed hotel reservations, stating the name, address and telephone number of the hotel, including the booking confirmation number.
- Groups: the letter from the travel agency mentioning the same information as for individuals, or other proof of accommodation (e.g. rental agreement).

Visiting family and friends

- Invitation letter from the friend/relative (some Member States may require that a specific form be used for the invitation letter — cf. information by the Member
- Copy of the ID card (national or residence permit) of the friend/relative.

Business

- An invitation letter from the business partner specifying the nature of the business (some Member States may require that a specific form be used (of information by the Member State concerned).
- Reference letter from the employer; and
- Confirmed accommodation if different from the hotel, stating the name, address and telephone number of the accommodation.

Students/researchers

- Letter from the receiving institution on the length and purpose of the stay;
- Letter from the home institution on enrolment; and
- Confirmed accommodation.

Comments:
