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## Checklist for Short-Term Schengen Visa Applications

Applicants can submit their visa application if Hungary is the main destination.

### The visa application should satisfy the following conditions:

- The application has been submitted no more than six months and not less than 15 days before the start of the intended visit.
- A completed, signed application form is presented.
- The applicant holds a valid travel document satisfying the following criteria:
  - contains at least two blank pages;
  - issued within the previous 10 years;
  - the validity shall extend at least three months after the intended date of departure from the territory of the Member States.
  - it contains the signature of the passport holder
- One passport-size colour photo (not older than 6 months) is attached.

### Necessary supporting documents:

- Copy of Family card (Kartu Keluarga) not older than 6 months, for Indonesian nationals.
- For foreign nationals: Copy of a valid residence permit (KITAS/KITAP).
- In case of applicants below 18 years of age: Original consent letter from both parents.
- A valid return flight ticket.
- Proof of accommodation for the entire period of stay. (*Valid booking; official invitation letter or a confirmation letter from the host containing the timeframe of the stay and the exact address and the contact information of the inviting party.*)
- Travel medical insurance for the entire period of stay. (*Minimum coverage EUR 30 000*)
- Proof of financial means.
  - an original income certificate of the employer or



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- a bank account statement for the last three months or
- a pension slip or
- company registration in the case of an entrepreneur and a certificate of the accountant

Employment letter with the contact information of the employer.

- Sponsorship letter in case the applicant is not employed.
- Letter of enrolment from the school/university for students.

Documents establishing the purpose of the visit

- **Tourist visit:** documents submitted by the travel agency; or in the case of an individual visit: travel itinerary and prepaid reservation of accommodation.
- **Educational or other scientific or professional training purpose:** letter from the receiving institution
- **Visiting friends, acquaintances:** a letter of invitation (may be in the form of a notarized document) and a photocopy of the personal identification document/passport of the inviting party in Hungary.
- **Family relations:** an invitation letter as described above or a letter signed by the applicant in full awareness of his/her criminal liability describing the degree of the family relation, giving the name, address and phone number of the family member and the purpose of the entry and stay.
- **Business:** a letter of invitation from the business partner, proof of the existence of commercial business relations; or the certificate of the local chamber of commerce on the existence of business relations
- **Medical treatment:** the certificate of the receiving health institution, including reference to the fact that the expected coverage of the medical treatment is available
- **Cultural activities:** invitation letter issued by the host organization
- **Sport:** proof of accreditation / participation in the sports event or contract with the Hungarian sport club, or a letter issued by the delegating sport club / Olympic committee / Ministry of Sport, etc.
- **Conference:** invitation letter issued by the host organization, confirmation on participation issued by the host organization, and/or a certification issued by the delegating organization
- **Other purposes, not listed:** documents about the purpose of the entry and stay.

**Attention:** The consul may request the presentation of further documents in addition to the ones already attached to the application.



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Checklist for VFS Official:

The applicant has confirmed that s/he has no other documents to submit

The submitted documents are  Complete  Not complete

Comments:

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Visa fee is paid.

Biometric data have been collected (if applicable).

The application was submitted by  The Applicant in Person

Representative  Travel Agent

Name of VFS Official:

Signature:

Date:

Applicant to sign:

*Regarding Biometrics data*

If the biometric data of the applicant was collected in the last 59 months, it is not mandatory to provide them again. **However, if the previously taken fingerprints are of bad quality and cannot be used for the new visa, the applicant will need to visit the VAC/Embassy again, to provide their biometric data.** So it is recommended to provide biometric data at the time of the visa application.

I confirm that I would like to have my biometric data collected at the time of the visa application.

Name:

Signature:

Date:



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*Regarding incomplete documents*

In case of incomplete documents:  The applicant has been informed that failure to submit all the necessary supporting documents may lead to the refusal of the application, despite this the applicant wishes to proceed with their application.

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

Name:

Signature:

Date: