

Embassy of Luxembourg New Delhi

Request documents for cultural/sport event or conference visa

S.NO	All documents should be on A4 sheet	YES	NO
1	Application form duly filled, dated, and signed by the applicant		
2	One recent passport size photograph in color on white background. The photo should be pasted (not stapled) on the form. The photo fixed on form needs to be less than 6 months old and non-edited and no-filter used.		
3	Copies of Schengen visas obtained during the last 5 years, if applicable.”.		
4	National passport valid for at least 3 months beyond the date of return and with at least 2 blank pages available + 1 copy of the data page of the passport		
5	Proof of accommodation (hotel booking)		

6	<p>Proof of means of transport (reservation or booking; presentation of a paid ticket) is not required. This includes intra-Schengen (connecting flight/train/bus) ticket to Luxembourg. If connecting via car, please mention it.</p>		
7	<p>A copy of the return ticket to India or the reservation</p>		
8	<p>Invitation letter from the inviting company, university, fair, congress, sport federation or organizer in Luxembourg mentioning the purpose of the visit including the complete program with activities and/or meetings to attend.</p>		
9	<p>Covering letter on a business letterhead (original) from your employer/company/school stating your position, the length of your service and the confirmation that the adequate leave/vacation has been granted.</p>		

10	<p>Proof of sufficient financial means to cover all expenses during your stay such as:</p> <ul style="list-style-type: none"> <li>• Letter from the inviting organization (original) + organization's bank statements of the last three months if the inviting organization pays for the cost of travelling.</li> <li>• Salary slips + status of personal bank account for the last three months in letter from your bank (original) if the cost of travelling is paid by yourself.</li> <li>• Letter from your bank (original) stating credit limit on your credit card</li> <li>• Income Tax return for at least 2 years (Proof of paid income tax)</li> </ul>		
11	<p>Overseas medical travel insurance valid for all Schengen countries for the whole duration of your stay with a minimum coverage of 30,000 Euros for all risks like accident, urgent medical attention, emergency hospital treatment and repatriation. For multiple entry visas, an additional declaration covering further journeys accordingly needs to be signed.</p>		
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12	<p>Minors under the age of 18 if traveling alone have to provide written consent certified by public notary of both parents or guardians having the custody of the minor. If traveling with one parent only, a written consent certified by public notary of the other parent or guardian is required. Copy of identification documents of the parent(s) having custody, bearing their signature</p>		
13	<p>Important notice: - For other specific categories (Film Crews, Medical treatment) please refer to the Harmonised list since specific documents are required. Please note that this is not an exhaustive list. You may be required to provide additional documents and/or to appear for a personal interview at the Embassy of Luxembourg</p>		
14	<p><i><b>“Important note: <u>Standard processing time is 15 days</u>, from the date the application is received at the Embassy. If further checks or additional documents are required, processing time <u>may increase up to 45 days.</u>”</b></i></p>		
15	<p><i>This is to certify that I _____ have checked the name and address on the sticker which is correct to the best of my knowledge and I bear the responsibility for the courier address.</i></p> <p>Important Note:- This is applicable only for courier application.</p>		

	<p>Passport No. .... VFS</p> <p>Staff.....</p> <p>Applicant name .....</p>		
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