



France Documents Checklist

France Tourist Visa Checklist

Documents	Description	Format
Original Passport	With at least 2 blank pages valid for at least three months after the trip, issued in last 10 years	
Copy of Passport Pages	• Clear photocopy of passport first and last page • All pages of your travel document containing visas, entry and exit stamps	
Photograph	35mm x 45mm, with about 80% of your head and the top of your shoulders covering the photo	
Application form	Put your signature and carry it on the day of appointment	
Flight tickets	Confirmed roundtrip ticket. Also includes, Reservations for internal transfer within Schengen states (flight, train itinerary or car rental)	
Hotel Tickets	Hotel bookings for complete stay in Schengen	
Cover Letter	Mentioning the purpose of the trip and itinerary	Cover Letter Template
Appointment slip	This needs be carried on the day of appointment	
Travel Insurance	Travel insurance covering not less than 30,000 Euros	
Bank statement	Bank statements last 3 months, available balance should at least 50- 150 Euros per person per day of the trip. Advisable to transfer the money to maintain the balance 15 days before the appointment. Does not need to be signed by the bank	
ITR	Copy of income tax return + ITR V acknowledgment of last 02 financial year if available	
Sponsor Bank Statement and ITR	If trip sponsored by someone else, copy of bank statements last 3 months and copy of income tax return + ITR V acknowledgment for previous financial year (signed by bank)	
Sponsorship Letter	If sponsored, letter from sponsor stating the amount, relationship and source of funds	Sponsorship Letter Template
Proof of occupation (If employed)	Last 3 months salary slips, Employment contract, NOC from the employer and form 16	Employer NOC Template
Proof of occupation (If self employed)	GST certificate, Company registration proof, Company bank statement and company ITR	

Proof of occupation (If Retired)	• Proof of Retirement • Proof of regular income generated by ownership of property or business.
Marital status	If married, Marriage certificate If divorced, Divorce papers If single, Nothing
Minor documents	Birth certificate, marksheet, consent letter from parents if minor is travelling alone or with only one parent

France Business Visa Checklist

Document	Description	Format
Original Passport	With at least 2 blank pages valid for at least three months after the trip, issued in last 10 years	
Copy of Passport Pages	• Clear photocopy of passport first and last page • All pages of your travel document containing visas, entry and exit stamps	
Passport size photo	35*45mm, 80% face coverage, white background, taken in the last 6 months, teeth should not be visible, ears should be visible	
Visa application form	Put your signature and carry it on the day of appointment	
Appointment letter	This needs be carried on the day of appointment	
Flight ticket	Confirmed roundtrip ticket. Also includes, Reservations for internal transfer within Schengen states (flight, train itinerary or car rental)	
Hotel booking	Hotel bookings for complete stay in Schengen	
Proof of occupation (If employed)	Last 3 months salary slips, Employment contract, NOC from the employer and form 16	Employer NOC Template
Proof of occupation (If self employed)	GST certificate, Company registration proof, Company bank statement and company ITR	
Bank statement	Recommended ~120 Euros per day of the trip. Should not be more than 4 days old on appointment day	
IT return	Copy of personal income tax return + ITR V acknowledgment of last 02 financial year if available If self-employed, income tax return + ITR V acknowledgment of last 02 financial year if available	
Travel insurance	Minimum coverage of 30,000 Euros	
Invitation letter	• If applicable. With contact details of the host and address • Invitation letter from the French company	Business Invitation Letter Template
Company Cover letter	• Introduction letter by Indian company on a company letterhead mentioning purpose of visit and relationship between the Indian and French company	Company Cover Letter Template
Applicant Cover letter	• Cover letter by the applicant mentioning purpose of visit and other details of the trip	Applicant Cover Letter Template
Company Sponsorship Letter (from Indian employer)	• If the trip is sponsored by the Indian company, please mention the details too	Company Sponsorship Letter Template

France Additional Information Required

Info	Details
Are you visiting any other Schengen countries during your stay? Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?	Check list of Schengen countries: Austria, Belgium, If yes, mentioned Date of taking fingerprints and Visa number of last visa
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
How long are you planning to stay in Schengen area?	No. of days
What is your employment status?	If Student, mention: name of the Institution, Institute address, Institute address and Institute email If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed, mention last job role and last date of working If Self Employed, mention: Job Title If Retired, mention: Date of retirement If Other, mention details on the other employment status
Will someone else will be paying towards the cost of your trip?	If yes, mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying