



GENERAL SCHENGEN VISA CHECKLIST

KINDLY SEND US THE FOLLOWING DOCUMENTS VIA EMAIL TO PREPARE YOUR VISA APPLICATION

1. Schengen Application Form

- Completed and signed (per applicant, including children).
- Minors (under 18) – must be signed by **BOTH** parents.

2. Copies of Passport & Visas

- Copy of the current passport bio-data page.
- Copies of all previous Schengen visas in the last 5 years (if applicable).
- If previous visa is in an expired or another valid passport, include a copy of the other passport(s) bio-page.

3. Employment / Income Proof

- **Employed:** Employer letter (confirming position, start date, salary, purpose & dates of trip, leave approval) – Templates available.
- **Self-employed:** CIPC registration documents.
- **Students:** Proof of enrolment & letter from university confirming travel dates.
- **Doctors:** Valid HPCSA certificate.

4. Invitation Letter (if applicable)

- **Business travellers:** Detailed invitation letter on company letterhead, with address, contact details & HR signature – Templates available.
- **Family/ Friend visit:**
 - Detailed invitation letter, with address & contact details of inviter with signature – Templates available.
 - Copy of host's passport copy/ residency card (front & back).
 - Utility bill of the host.

5. Proof of Travel

- **Flight itinerary:** make use of **dummy flights** ([all travellers names & surnames must be visible](#)).
- **Internal Schengen travel:** Flights, Trains & car rental for multiple destinations (if applicable).

6. Accommodation

- **Hotel bookings:** You may use platforms such as **Booking.com** that offer *free cancellation* options for the entire stay ([all travellers names & surnames must be visible](#)), **OR**
- **Family/ Friend visit:** If you are staying with your host, this should be stated on the signed invitation letter (refer to point number 4).

7. Travel Insurance

- Addressed to the consulate of the country you are applying to.
- Valid for entire Schengen area & duration of stay.
- Minimum cover of **€30,000** for medical expenses & repatriation.

8. Proof of Funds

- Most recent 3-month stamped bank statements in English with sufficient funds.

Sponsored applications:

- The applicant should still provide their most recent 3-month stamped statements in English, even if they are being sponsored by someone (not applicable to minors)
- Provide a detailed sponsorship letter – Template available.
- Copy of the sponsor's passport.

Note: Bank statements will only be required closer to your appointment date – we will advise accordingly.

9. Proof of Civil Status (if applicable)

- Marriage certificate, birth certificates for children, guardianship proof, death certificates, etc.

10. Proof of address

- Utility bill, phone account, clothing account etc.

Additional Documents for Minor(s):

Please note: In most cases, all documents submitted for minor(s) (birth certificates, parental consent letters, guardianship papers, etc.) must be **certified copies**.

- **Unabridged Birth Certificate** (showing both parents names & surnames).
- **Consent Letter:**
 - Signed by both parents/legal guardians.
 - Must include copies of both parents' passports/IDs and contact details.
 - Copy of the minor(s) passport.
 - In the case of parents travelling with the minor(s), already holding a valid visa, a copy of the visa should be enclosed.
 - If minor travels alone: **certified** parental consent from **both parents**.
 - If one parent is not traveling: provide **certified consent** from the absent parent.
 - If only ONE parent has guardianship of the minor, the relevant court documents/ or death certificate must be presented.
- **Proof of Guardianship** (if applicable):
 - Court order or legal guardianship documents.
- **School Letter:**
 - Confirmation of enrollment and leave of absence for travel dates.

Additional Note:

Additional documents may be requested during the visa application process. Our visa agent will advise you accordingly based on the specific requirements of each Schengen country.