Germany visa checklist from India

The documents the German missions in India ask of an employee on a tourist trip, in the order of their checklist. The current checklist on the German missions' site takes precedence.

	Document	For whom	What to check
☐	**VIDEX application form and declarations**	Everyone	Every page printed with its barcodes, form and declarations signed
☐	**Passport**	Everyone	Issued within 10 years, valid 3 months after your return, two blank pages
☐	**Copies of the passport**	Everyone	Bio-data page and last (address) page
☐	**Biometric photo**	Everyone	35 × 45 mm, white background, under six months old
☐	**Cover letter**	Everyone	Purpose, length of stay, companions, transport and accommodation
☐	**Itinerary**	Tourism	Same dates as the flights and hotels
☐	**Hotel reservations**	Everyone	Every night covered, in each country you visit
☐	**Bank statements, last 3 months**	Everyone	Stamped by the bank, with your name and address; no passbook copies
☐	**Pay slips, last 3 months**	Employees	Same amounts as on the bank statements
☐	**Employment contract**	Employees	Your current position and employer
☐	**Leave sanction letter**	Employees	Leave covering the dates of the trip
☐	**ITR acknowledgements, last 2 assessment years**	Everyone	Or Form 16 for salaried applicants
☐	**Proof of civil status**	Married applicants and parents	Marriage certificate, children's birth certificates
☐	**Flight reservation**	Everyone	Return, for the dates of the stay
☐	**Travel medical insurance**	Everyone	€30,000 minimum, all Schengen countries, approved Indian insurer