# Schengen visa checklist to tick off

The documents every Schengen consulate asks for, then those for your trip and your situation. Your consulate's own list comes first.

| | Document | Who needs it | What to check |
|---|---|---|---|
| ☐ | **Signed application form** | Everyone | Same dates and addresses as the rest of the file |
| ☐ | **Passport and copy of the photo page** | Everyone | Issued within 10 years, valid 3 months after you leave, 2 blank pages |
| ☐ | **Previous Schengen visas** | If you had any | Visas and entry and exit stamps |
| ☐ | **Photo** | Everyone | Recent, ICAO standard, usually 35 × 45 mm |
| ☐ | **Travel medical insurance** | Everyone | €30,000 or more, all Schengen countries, every day |
| ☐ | **Return flight reservation** | Everyone | In your name, same dates as the itinerary |
| ☐ | **Hotel bookings or host document** | Everyone | Every night covered |
| ☐ | **Bank statements** | Everyone | Usually 3 months (6 in the Philippines) |
| ☐ | **Cover letter** | Everyone | Purpose, dates, who pays, why you return |
| ☐ | **Day-by-day itinerary** | Everyone | Matches flights and hotels |
| ☐ | **Employer's letter and payslips** | Employed | Position, salary, leave dates |
| ☐ | **Business registration and tax return** | Self-employed | Consistent with bank statements |
| ☐ | **Enrolment certificate and school approval** | Students | Absence approved |
| ☐ | **Pension statements** | Retired | Last 3 months |
| ☐ | **Sponsor's letter, ID and statements** | Sponsored | Who pays what |
| ☐ | **Invitation or official host form** | Partner, family or business visit | Original if asked |
| ☐ | **Proof of relationship or family link** | Partner or family visit | Photos and messages by date, or civil records |
| ☐ | **Company invitation and employer's letter** | Business | Same purpose and dates |
| ☐ | **Refusal letter and answering documents** | After a refusal | One answer per ground |