



**Office:** Shop 14, Shyam Kunj, Kamla Vihar Lane, Mahavir Nagar, Kandivali (W), Mumbai - 400067

**Tel:** +91 22 656 888 95 || **Website:** [www.alpsvoyage.com](http://www.alpsvoyage.com) || **Email:** [info@alpsvoyage.com](mailto:info@alpsvoyage.com)

Sr. No.	Documentation	Yes	No	N.A.
1	Application form duly signed by the applicant as required			
2	Original Passport: a. Minimum 6 months validity from the return date of Travel b. At least 4 blank pages in the passport c. Passport should be issued within last 10 years (no hand written passports)			
3	2 photos per person ( <b>Please write your name &amp; passport num. behind the photo</b> ) <b><u>35 mm x 45 mm; 80% face focus; White background</u></b>			
4	Proof of sufficient funds (3 months original personal bank statements) 3 months company bank statements (partnership / proprietorship / self-employed)			
5	ITR (Income Tax Return acknowledgement form - 3 years personal & company)			
6	Proof of employment: a. If job - 3 months' salary slip & leave letter on company's letter head b. If Proprietor – copy of shop & establishment certificate c. If Partner - provide copy of partnership deed			
7	Covering Letter: a. If job - mention designation, job start date & leave approval for travel date b. If Proprietor - mention on letter - who will bear expense for the travel c. If Partner - mention on letter - who will bear expense for the travel			
8	If Student - provide copy of Student ID card			
9	If Minor (<18 yrs) travelling alone without parents; then need N.O.C from Parents & Passport copy of the parents.			
10	3 photo copy of 1st & last page of the current valid passport			
11	Old passports			
	<b>DOCUMENTS REQUIRED FROM THE TRAVEL AGENT</b>			
12	<b>Travel Insurance (minimum 30,000 € coverage per person)</b>			
13	<b>Detailed Travel Itinerary</b>			
14	<b>Original round-trip flight ticket</b>			
15	<b>Confirm hotel booking</b>			
16	<b>Travel Agency letter for request of Visa</b>			

### **Important Notes:**

Visa Fees once paid is non-refundable

Visa Fees includes service charge of VFS & Alps Voyage

If consulate asks – there could be personal interview & the applicant has to go

Visa approval is only in the hands of the Consulate and Travel agent has no control over it

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Sign: \_\_\_\_\_