



<u>Schengen Visa – Checklist Visitor and Tourist</u>		yes	no	n/a
1)	Application Form (<i>one per applicant perfected with full names, no initials</i>)			
2)	Two recent <u>biometric</u> passport photographs (<i>3,5 x 4,5 cm, full face on white background, one attached to the application</i>)			
3)	Fee of 80 EUR to be paid in LKR (<i>children below the age of six are free, six to below 12 pay 40 EUR</i>)			
4)	Current and (if any) previous passports - Current passport must be valid for at least 3 months beyond the intended stay. - Surname and names should be entirely spelled. No initials. - A copy of the bio page and amendment page should be annexed to the application form. - Passport shall contain at least two blank opposing pages.			
5)	Children: Letter of consent of both parents or legal guardian with birth certificate and copies of parents' passports or District Court appointment decree. Both parents or the legal guardian should appear in person for the interview. Application forms must be signed by both parents/legal guardian. A child over 16 years of age should also sign the application form in case a parent has passed away, the death certificate plus a copy thereof needs to be submitted			
6)	Travel health insurance valid for the length of stay and for all Schengen states covering medical repatriation, emergency medical and hospital care. A minimum cover of 30.000 EUR is mandatory. Credit card insurance cover is not accepted.			
7)	Travel itinerary (arrival and departure flight information and – if applicable – surface travel dates to other Schengen countries) Please do not submit paid flight tickets, as the Embassy will not liable for the financial loss in a case of a rejection.			
8)	Proof of finance a) <u>If inviting party is financing stay</u> - in Germany: "Verpflichtungserklärung" or - in Austria: EVE DEL-Nummer or - in Estonia: "Viisakutse Füüsilisest Isikust Kutsujale" or - in Hungary: „Meghívólevél“ or - in Latvia: "Ielūgums vīsas pieprasīšanai" <u>with a copy of sponsor's passport/ID card and non-citizen have to submit their residence permit,</u> b) <u>If inviting party is not financing stay:</u> - informal letter of invitation plus proof of sufficient funds c) <u>If no inviting party:</u> - hotel reservation plus proof of sufficient funds			
9)	Proof of Employment in Sri Lanka (if applicable) a) <u>Employees:</u> letter of employer stating date of commencement of employment and confirming period of approved paid/unpaid leave, salary slips for the last 3 months and documentary proof of EPF contribution. b) <u>Self-employed:</u> business registration, company's bank statements for the last three months c) <u>Students:</u> letter of school/university confirming permitted leave			
10)	Proof of financial situation in Sri Lanka (personal/family bank statements from any financial institution recognized by the Sri Lankan central bank for last 3 months and/or up-to-date savings books together with a balance confirmation letter from the bank, credit card limit letter etc.)			
11)	Grama Sevaka letter certified by the divisional secretary confirming residence of family living with applicant plus translation into English or German			
12)	Proof of family bonds <i>such as birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse; If the host is a relative of the applicant: proof of familiar relationship (birth / marriage certificates).</i>			
13)	Medical report by a trusted doctor of the German Embassy (mandatory for elderly, frail and/or above 70 yrs of age) confirming applicant is fit to travel (Dr. A..M. Sebastiampillai, 166/2 Kirulapone Ave, Col. 05, Tel. 011-2514104 or Dr. N.H.Uduwela, 104, Havelock Road, Colombo 05, Tel.011-2504664)			
14)	Tourist / Visitor Visa Questionnaire			
15)	Other/Voluntarily submitted documents (recommended for first time travellers) <i>such as property deeds, further explanatory documents, further proof of will to return, etc.</i>			

Please note:

- It is recommended to apply as early as possible. The application can be lodged up to 6 months before the planned trip.
- The standard processing time for the decision on visa applications is 15 calendar days. If in individual cases an extended review is carried out, the processing time may be extended to 45 calendar days. The application should be submitted at least 15 calendar days before the planned trip.
- Documents should be sorted according to this list.
- All documents should be attached to the visa application in copy.
- Original documents should be submitted, too. They will be returned with the passport.
- Documents in Sinhala and Tamil must be presented with an official English or German translation.
- In addition to the above mentioned documents the Embassy may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof their case and therefore are advised to submit only complete applications. Incomplete applications may be refused.
- False statements in the visa process will lead to the rejection of the application. VAC official to select as appropriate:
 - The intended date of departure is in less than 15 calendar days. The applicant has been informed that the processing time may be of up to 15 calendar days. Nevertheless the applicant insisted on lodging the application. He was informed that the final decision might be taken after the intended date of departure.
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 - The applicant has confirmed that he/she has no documents to submit other than those listed above
 - The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless. The following documentation is missing/incomplete:

Place, date

Signature VAC official

Signature of applicant *

* signature and organisation/relationship to the applicant, in case of authorised third party handing in the documents