

Schengen Visa Preparation Checklist

Europe Travel Limited - sample planning document for UK-based applicants

This is a general preparation checklist, not an official embassy checklist and not legal advice. Requirements vary by destination, nationality, UK residence status, travel purpose and individual circumstances. Always follow the current checklist published by the relevant consulate or visa application centre.

1. Identity and UK status

- ☐ Valid passport with appropriate validity and blank pages
- ☐ Copy of passport biodata page and relevant previous visas/stamps if requested
- ☐ Evidence of lawful residence/status in the UK where relevant
- ☐ Recent compliant passport photographs if required

2. Travel purpose and itinerary

- ☐ Clear travel dates and purpose
- ☐ Genuine accommodation plan/reservations appropriate to the application
- ☐ Genuine flight itinerary or route plan if requested - avoid unnecessary non-refundable purchases before a decision
- ☐ Travel insurance meeting the destination requirements if required

3. Employment / study / business evidence

- ☐ Employer letter and approved leave where relevant
- ☐ Recent payslips if relevant
- ☐ For self-employed applicants: business registration/tax evidence and business bank evidence where appropriate
- ☐ For students: enrolment/status letter and term/leave information where appropriate

4. Financial evidence

- ☐ Recent bank statements covering the period requested by the official checklist
- ☐ Clear explanation of regular income and any unusual deposits
- ☐ Sponsor evidence if another person is paying for the trip
- ☐ Evidence that funds are genuinely available for travel costs

5. Ties and return plans

- ☐ Evidence supporting your reason to return to the UK/country of residence after the trip
- ☐ Family, employment, study, business or property evidence where relevant
- ☐ Travel history presented accurately and consistently

6. Final consistency checks

- ☐ Names, dates, addresses and travel dates match across form and documents

- ☐ All questions answered truthfully
- ☐ No altered or fabricated documents
- ☐ Official fees and appointment requirements checked directly with the relevant authority
- ☐ Copies retained of the final application and supporting documents

Sensitive documents

Do not send passports, bank statements or identity documents through WhatsApp. Europe Travel Limited provides separate secure transfer instructions after onboarding where documents are necessary.

Important

Visa decisions are made only by the relevant embassy, consulate or authority. Europe Travel Limited does not guarantee approval, processing time or visa validity. Cyprus and Ireland do not issue Schengen visas.

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