

SCHENGEN VISA –CRUISE/ORGANIZED TOUR/PRIVAT TOUR

NAME OF APPLICANT: _____ DATE: __/__/__
Last name First name (dd/mm/yy)

CHECKLIST

Please print [this form](#) and bring [original documents/papers](#) and a [copy of all original documents](#).

Check the boxes to confirm which documents you have submitted and arrange according to the list.

- Check-list/Questionnaire** – should be answered and written by the applicant
- Cover Letter (RECEIPT NUMBER)** – printed from the Application Portal
- Schengen Visa Application form** – completely signed and filled out by the applicant
- One(1) passport sized photo (3x4cm)** – with white background no older than 6 months. Please glue/paste your photo (do not staple) on the Cover letter or the Schengen Visa Application form
- Original passport (ALL PAGES!)** – valid for at least 3 months after departure from Schengen
- Previous passports** – (last 3 years) and past visas/stamps to Schengen and other countries
- RNE (Registro Nacional de Estrangeiros)** – valid for at least 3 months after departure from Schengen
- Application Fee receipt**
- If currently employed** - submit Certificate of Employment stating position, length of service, salary and duration of approved leave of absence, company ID, and pay slips for the last 3 months
- If self-employed** - e.g. corporation - present Articles of Incorporation and proof of annual income; single proprietorship - present Business Name Registration Certificate and latest income Tax statement
- If currently a student** - Certification of enrolment from the school & school ID. If applicant is going on a holiday during summer or semestral break, submit a certification of reservation or certification of enrolment to prove that he/she is enrolled for next school year/semester
- Proof of sufficient funds** (if applicable) – Bank statement
- Roundtrip Airline Ticket Reservation**
- Travel Medical Insurance** – should be valid for all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage is 30,000 EUR
- Hotel bookings**
- Marriage Certificate** (if applicable) – not required but may strengthen the application
- Birth Certificate** (if applicable) – not required but may strengthen the application
- Documentation of own means/properties** (if applicable) – not required but may strengthen the application e.g. land titles or car certificate of registration with official receipt

IMPORTANT ADVISORY

All documents coming from Norway/Denmark/Sweden/Finland/Iceland must be sent directly to the applicant not to the Embassy/Consulate General.

Submit you application and supporting documents on your appointment date.

A written explanation letter should be provided if you cannot submit any or some of the required documents.

Do not staple or glue any documents together.

TO BE ANSWERED DURING INTERVIEW SCHEDULE

I decided not to submit my application because of lacking documents. I am willing to rebook my appointment.

Note: Proceed to Application Portal and rebook your appointment. No need to pay again.

I decided to submit my application even though there are lacking documents. I am also aware that there is a risk in my visa application being rejected.

QUESTIONNAIRE

NAME OF APPLICANT: _____
Last name First name Middle Initial

What is the purpose of your application? CRUISE ORGANIZED TOUR PRIVATE TOUR

What is your main destination? _____

Do you have the full itinerary of your trip? YES NO

if NO, please accomplish the needed information below:

DATES	CITY AND COUNTRY	ACTIVITIES	NO. OF DAYS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total no. of days: _____

How many entries are you asking for: 1 2 MULTIPLE

Do you have hotel booking(s)? YES No, where will you stay? _____

What is your marital status? SINGLE MARRIED WIDOW(ER)
 SEPARATED DIVORCED WITH COHABITANT

Do you have a job? YES, since when have you been employed? _____ Income pr. month? _____
 NO, please write other source of income: _____ Income pr. month? _____

Do you have relatives in the Schengen area? YES, please specify: _____
 NO

Previous Visa? YES, when and where: _____
 NO

Previous rejection(s)? YES, please specify: _____
 NO

Are you traveling with somebody? YES, name and relation: _____
 NO

Additional Information: _____

I hereby confirm that all submitted information and supporting documents are true and correct.

Signature of applicant

Place, Date