

# UK

## Documents require for visa

1. 6<sup>th</sup> Months Valid original passport from date of departure.
2. Personal Covering / Application letter if self employed it should be on business letterhead + visiting cards
3. Visa forms duly sign by guest.

### **If working,**

4. Leave sanction letter or NOC (No Objection Certificate) from Company require on company letterhead and sign by head or superior.

(NOC or Leave sanction letter through e-mail won't be acceptable)

### **If retired,**

5. Retirement proof ( Pension pass book or retirement letter)
6. Last 3 years IT returns Saral or Form 16 ( Balance sheet is not necessary )

### **If Self- employed,**

Company IT returns + owns IT returns for last 3 years

(If any year IT returns is missing self declaration letter require from guest)

7. Bank statement or original bank passbook from last 6<sup>th</sup> month to till date of Submission.

(Liquidity up to 1.5 lac to 2 lac in any s/v bank pass book)

(It should not be maintain by borrowing cash or temporary financial assistance from any one)

(If there are some major cash deposited entry in s/v a/c self declaration letter from guest)

### **If self employed,**

(Current a/c or Company a/c last 6 th months to latest month bank statement)

8. Investments

(Terms of investment – Public provident fund, Monthly income scheme, National Savings certificates, Mutual funds, Demat a/c or share valuation, Bonds)

If you show maximum investment it will be easy to get the visa

**9. If self employed,**

Self employed proof – Shop act, License, MOA, Partnership deed ECT

**10. Property**

If financial documents are not sufficient

Property agreement, Property share certificate, Land property paper Land property valuation report )

**Other Additional Documents as per case**

**11. If any single child or adult up to age of 30 travelling alone or with guardians.**

( No objection letter from parents require on 50 /100 rs stamp paper with notarize and attach sign verification proof like Passport copy, driving License, Pan card copy)

**12. If wife is travelling alone or husband is travelling alone , No objection letter**

Require from both vice versa on 50/100 rs with notarize alongwith sign verification Proof (mention in point 11).

(You can avail 50/100 Rs stamp paper at any magistrate court and get it NOC format with notarization from any outside advocate.)

**13. If widow is travelling , death certificate require**

**14. If single traveler taken divorce or separated, divorce paper require.**

**15. If farmer or Agriculturist – Land property paper ( valuation report should be in English , saat bara utara )**

**16. Photographs**

**35mm\* 45mm, mat finishing , white back ground, 80% facial image, latest color photograph white cloth is not allowed ( specification written on back side of visa file)**

**17. If anyone is sponsoring for the tour,**

1. Sponsorship letter ( if self employed it should be on business letterhead and visiting cards) refer table no –
2. Working proof or salary slip
3. Sponsored last 3 year IT returns ( Point no 5,6 )
4. Sponsored last 6<sup>th</sup> month bank statement and investments ( point no 7,8 )

18. **If anyone is inviting for stay.** Need to fill family visitor visa form category 1-B

1. Invitation letter (If self employed it should be on business letter head)
2. Work permit
3. Residential proof
4. Valid visa and passport copies.

### **Special notes**

- All above documents should be original for UK visa
- Personally go and submit documents with above order.
- There is no any kind of wound or injury or ( Mendi ) on palm at time of documentation consulate people are taking Biometrics ( finger prints )
- Visa documents should be submitted at respective VFS centre before maximum 45days or minimum 25 days prior from tour departure.

### **Schengen Visa**

#### **Documents required for Schengen Visa.**

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1. 6<sup>th</sup> Months Valid original passport from date of departure + Old Passport
2. Personal Covering / Application letter if self employed it should be on business letterhead + visiting cards
3. Visa forms duly sign by guest.

#### **If working,**

4. Leave sanction letter Or Noc from Company require on company letter head and sign by respective head. ( Original )

( Noc or Leave sanction letter's e-mail copy won't be acceptable)

#### **If retired,**

5. Retirement proof ( Pension pass book or retirement letter)
6. Last 3 years IT returns or Form 16<sup>th</sup> ( Balance sheet is not necessary )

#### **If Self- employed,**

Company IT returns + owns IT returns for last 3 years

(If any year IT returns is missing self declaration letter require from guest)

7. Bank statement or original bank passbook from last 6<sup>th</sup> month to till date of Submission.

(Liquidity up to 1.5 lac to 2 lac in any s/v bank pass book)

(It should not be maintain by borrowing cash or temporary financial assistance from anyone)

(If there are some major cash deposited entry in s/v a/c self declaration letter from guest)

**If self employed,**

(Current a/c or Company a/c last 6 Th months to latest month bank statement

**8. Investments**

(Terms of investment – Public provident fund, Monthly income scheme, National Savings certificates, Mutual funds, Demat a/c or share valuation, Bonds)

If you show maximum investment it will be easy to get the visa

**9. If self employed,**

Self employed proof – Shop act, License, MOA, Partnership deed ect

**10. Property**

If financial documents are not sufficient

Property agreement, Property share certificate, Land property paper ( sat –bara Uttara + valuation report)

**Other Additional Documents as per case**

**11. If any single child or adult up to age of 30<sup>th</sup> travelling alone or with guardians.**

( No objection letter from parents require on 50 /100 rs stamp paper with notarize and attach Sign verification proof like Passport copy, driving License, Pan card copy)

If any child (under 18 ) travelling with his parents NOC require on 50/100 Rs stamp paper with notarization by any advocate also it should be legalized by mantralya Home department. --- (applicable for Italy Visa only).

**12. If wife is travelling alone or husband is travelling alone , No objection letter**

Require from both vice versa on 50/100 rs with notarize along with sign verification Proof (mention in point 11).

(You can avail 50/100 Rs stamp paper at any magistrate court and get it NOC format with notarization from any outside advocate.)

**13. If widow is travelling , death certificate require**

**14. If single traveler taken divorce or separated, divorce paper require.**

**15. If farmer or Agriculturist – Land property paper ( valuation report should be in English , sat bara Uttara )**

16. Insurance Is compulsory for all shengen visa it should be valid minimum 35 days and Issued 10 days prior from tour departure

**Photographs**

**35mm\* 45mm, mat finishing , white back ground, 80% facial image, latest color photograph white cloth is not allowed, without spec, Hair to chin size 36m.m (specification written on back side of visa file).**

**17. Other additional documents require from Kesari at time of case submission.**

1. Confirm Air ticket / PNR
2. Confirm hotel voucher.
3. Tour programme  
**If anyone is sponsoring for the tour,**
5. Sponsorship letter ( if self employed it should be on business letterhead and visiting cards) format given on visa file.
6. Working proof or salary slip.
7. Sponsored last 3 years IT returns ( Point no 5,6 )
8. Sponsored last 6 months bank statement and investments ( point no 7,8 )

**If anyone is inviting for stay.**

- 1 Invitation letter (If self employed it should be on business letter head)
- 2 Work permit
- 3 Residential proof
- 4 Valid visa and passport copies.
- 5 Confirm Air ticket
- 6 Hotel voucher (if guest extra stay at particular Hotel)

**Special notes**

- All above documents One Set of Xerox Copy.

- For Ireland visa 3 sets of Xerox copy + Original documents required + Old and New Passport's front page to last page xerox copies – applicable for EW tour.
- There is no any kind of wound or injury or ( Mendi ) on palm at time of documentation consulate people are taking Biometrics ( finger prints ) for **France visa**
- As soon as people get UK visa they need submit visa documents at Kesari Office before only 25days days or minimum 15 days prior from Tour departure with latest updated bank statement.

(If the people get UK visa 45 days in advance they need to submit documents 25 days before with updated bank statement only because shengen consulate require 25days latest bank statements from date of tour departure.

- Bank statement should be proper.

(Name, Address and Account number with bank stamp)

(Bank pass books and other Xerox copies should be clear)

(Italy Consulate consulate require last two months any major entries or transaction in saving a/c pass book which is above 50000/- Rs clarification letter required from the guest)

#### **If extra stay in Germany, Netherland**

- People have to go for personal interview along with all above original documents and one set of zero submit to kesari office for taking online prior appointment.

#### **For only Switzerland Special tours**

- People might be going for personal interview but it is up to consulate decision only.

#### **For Egypt, Greece, Turkey tours**

- For Greece visa people might be go for personal interview at Delhi but it is up to consulate decision only.
- 2 Sets of xerox copy of above mentioned financial documents.

#### **For Spain, Portugal, Morocco tours**

- For Spain visa all old and new both passport's front to last pages 3 sets of Xerox copies require.

#### **For your kind information,**

- There are 26 countries included in Schengen agreement as follow,

Austria, Belgium, Czech, Denmark, Estonia, Finland, France, Germany, Greece,  
Hungary, Italy, Iceland, Latvia, Lithuania, Luxemburg, Malta, Norway, Netherlands,  
Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Cyprus ( Joining in 2008 )  
Switzerland ( Joining in 2009 )

- As per Schengen consulate rule we have to process visa from that Schengen country which we are going to stay maximum days or country which we are entering first.
- Schengen visa will be issued on 8 days prior from the tour departure because we have limitation for submission of visa cases per day ( except Saturday, Sunday and consulate holidays)