

REQUIRED DOCUMENTS CHECKLIST

Documents typically needed for the application procedure · Free checklist

This is a general checklist. Additional documents may be required depending on the country, visa type and consulate practice. Your Dijitaliks advisor confirms the final list for your file.

1. Identity & travel documents

- ☐ **Passport**
Original + copies of all pages · preferably 6+ months validity
- ☐ **Biometric photo**
Taken within last 6 months · ICAO / consulate specs
- ☐ **Civil registry extract**
Recent · apostille / sworn translation if required
- ☐ **Marital status certificate**
If married / divorced / widowed
- ☐ **Previous visas / travel history**
Copies of old passports and visa stickers if any

2. Application form & appointment

- ☐ **Completed application form**
Schengen: TR / EN / AR · dijitaliks.com/downloads/forms
- ☐ **Appointment / application confirmation**
Consulate or VFS / service provider printout
- ☐ **Visa / service fee receipt**
If payment has been made

3. Travel plan

- ☐ **Flight / transport booking**
Round-trip · clear dates and route
- ☐ **Accommodation proof**
Hotel booking or host address
- ☐ **Invitation letter**
Family / friend / company (if applicable)
- ☐ **Itinerary**
Short day/city plan (recommended)

4. Financial means

- ☐ **Bank statements**
Usually last 3–6 months · stamped/signed
- ☐ **Payslips / pension proof**
Recent proof of income
- ☐ **Sponsorship letter**
If someone else covers costs + sponsor docs
- ☐ **Tax / social security / company docs**
For self-employed / business owners

5. Employment / school / ties

- ☐ **Employer letter**
Leave / assignment · company letterhead
- ☐ **Student certificate**
Student ID + school confirmation
- ☐ **Home-country ties**
Property deed, vehicle, family ties, etc.

6. Insurance & extras

- ☐ **Travel medical insurance**
Schengen: min. €30,000 · full trip duration
- ☐ **Business / fair / study documents**
Purpose-specific extras
- ☐ **Applications for minors**
Consent / custody · parent passport copies
- ☐ **Other**
Any additional consulate requests

Dijitaliks · File info (internal)

Application / client no.

Destination / visa type

Advisor

Missing documents note

Check date