



Contact on 8010700700 for more details

Personal Documents

• Valid Passport

- Must be issued within the last 10 years
- Valid for at least 3 months beyond the intended stay
- Minimum 2 blank pages
- Include **all old passport booklets**
- **Note:** *Handwritten passports, passports with observations, or 20- year validity are not accepted*

• Signed Visa Application Form

- Must be filled **online** at: <https://france-visas.gouv.fr>
- Include **barcode page** and **full print of the form**
- Must be **signed at appropriate places**
- **Visa Application Receipt (2-pager)** with barcode must be submitted

• Passport Copy

- Photocopies of:
 - Passport (front and back pages)
 - Valid USA/UK/Previous Schengen visas

• Photographs (2)

- Size: 35mm x 45mm
- White background, matte finish, non-smiling
- 80% face coverage, no glasses/hats (unless for religious/ethnic reasons)
- Must be **recent and unused**

• Signed Cover Letter

- Addressed to: *The Visa Officer, Embassy of France*
- Must mention:
 - Purpose of visit
 - Duration of stay
 - Expense coverage
 - Names and passport numbers of all applicants (if group)



Travel Documents

• Confirmed Hotel Booking

- Must match flight dates
- Include hotel name, address, contact number, and email ID

• Confirmed Air Tickets

- Round-trip tickets, covering all travel sectors

• Day-to-Day Itinerary

- Detailed travel schedule

• Travel Insurance

- As per Schengen guidelines



For Minors

- If traveling with one parent or alone:
 - **Notarized NOC** from non-accompanying parent(s) + passport copy
- If traveling with or without parents:
 - **Consent letter** is mandatory



Medical Requirement

- **Travel Insurance (Mandatory)**
 - Must meet **Schengen specifications**
 - Should cover the **entire travel duration** as per ticket dates
 - Minimum coverage of **EUR 30,000**
 - Must include worldwide coverage, including Schengen area
 - For the list of approved insurance providers and more details, visit the **Visa Forms** section on our website



Visa Fees

- **Short Stay / Transit Visa:**
 - **Adults:** ₹8,065/-
 - **Children:** ₹3,620/-
- **VFS Service Charges:**
 - ₹2,530/- (Payable in **cash** at the Visa Application Centre)



Processing Time

- **Standard Processing Time: 15 working days**
 - Applicants are advised to apply well in advance of their travel date

Important Notes

- **Visa Approval/Rejection:** The final decision rests with the Embassy/Consulate.
- **Additional Documentation:** Applicants may be called for an interview or requested to provide further documents if needed.
- **Non-Refundable Fee:** Visa fees are non-refundable.

- Valid for full travel duration
 - **Coverage of €30,000**
 - Must include: *Geographical area changed to worldwide*
 - Approved insurance providers list available at: France Visa Insurance Info
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Financial Proof

- **Personal Bank Statement**
 - Original, last 3 months
 - Signed and sealed by the bank
 - **Personal Income Tax Returns (ITR)**
 - Last 3 years
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Occupation Proof (As Applicable)

- **If Employed:**
 - Last 3 months' salary slips
 - NOC from employer
 - **If Self-employed/Proprietor:**
 - Company bank statement (3 months, original & stamped)
 - Company's ITR (last 3 years)
 - Business proof (GST, incorporation certificate, partnership deed, etc.)
 - Cover letter on company letterhead
 - **If Student:**
 - School/College leave letter
 - Valid Student ID
 - **If Retired:**
 - Retirement proof
 - Pension statement (last 3 months)
 - Proof of income via assets or business
 - **If Sponsored:**
 - Sponsorship documents and/or accommodation proof
 - Schengen national form (as per hosting Member State)
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For Honeymooners

- **Marriage Certificate or Wedding Card**
- **2-3 Wedding/Engagement Photos**
- **If Unemployed**, provide financial documents of parents

Date:

To,

The Visa Officer
Embassy of France
New Delhi

Sub: Letter for Dispatch Delivery

Dear Sir / Madam ,

This is to request you to please courier my passport to the below mentioned address, after my visa file is processed.

Applicant Name :

**ADDRESS : 30/28, 03RD Floor, Opp. Mughal Mahal Restaurant,
East Patel Nagar, New Delhi - 110008**

Your kind concern & response in this matter will be highly obliged.

Thank you

Yours Faithfully,

NAME
Passport No.

Dated: _____

To,

The Visa Officer,
Embassy of France,
New Delhi.

Subject:- Authorization Letter

Respected Sir/ Madam,

I, hereby, authorized to Mr. Rakesh/ Mr. Raman/ Mr. Vasudevan/ Mr. Jagdish for submission of the passport and visa application on my behalf. Details of my passport are as below;

Name _____

Passport No _____

After visa processing, I request you to please courier my passport/documents to the below address:

<<<Applicant's Name>>>

30/28, 3rd Floor, (Opp. Mughal Mahal Restaurant)
East Patel Nagar, New Delhi-110008, India.

Thanking You.

Yours Faithfully,

<<<Applicant's Signature>>>

<<<Applicant's Name>>>

Date:

To,

The Visa Officer
Embassy of France
New Delhi

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