

# Germany Travel & Visa Document Checklist for Indians

A practical category-wise checklist for tourists, students, job seekers, workers, business travellers, family visitors, medical travellers and minors.



## Free PDF checklist from Enuncia Global

Enuncia Global can support certified translation, notarised translation, apostille, MEA attestation, German embassy documentation, legal/medical/business translation, and online or offline German interpretation.

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Important disclaimer: This checklist is a preparation guide, not legal or immigration advice. Visa rules and embassy/VFS requirements may change. Always verify the latest official checklist for your visa category before submission.

# How to use this checklist

Start with the universal checklist, then complete the category that matches your purpose of travel. If you have more than one purpose, prepare the documents for each applicable category. Keep all originals safely and carry clean A4 copies where required.

**Tip: German authorities and visa sections may treat documents not in German or English as missing unless proper translation is submitted. Keep names, dates, spellings and passport numbers consistent across every document.**

## Universal checklist for all Germany travellers from India

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Valid passport	Check validity, blank pages and condition. Short-stay checklists generally require a passport issued within the last 10 years and valid beyond the planned return date.
<input type="checkbox"/>	Completed visa application form	Use the correct German Mission/VFS process for Schengen or national visa. Print all required pages, barcodes and declarations.
<input type="checkbox"/>	Biometric photographs	Use recent passport photos as per German photo specifications; carry extras.
<input type="checkbox"/>	Covering letter / purpose of travel	Explain purpose, duration, itinerary, who pays, and your return intention where relevant.
<input type="checkbox"/>	Travel itinerary / flight reservation	Carry reservation/itinerary as requested. Do not rely on a paid ticket to speed up processing.
<input type="checkbox"/>	Accommodation proof	Hotel booking, rental/campus residence, host confirmation, or complete address proof depending on category.
<input type="checkbox"/>	Financial proof	Bank statements, sponsorship papers, blocked account, scholarship, salary slips, ITR/Form 16 or other applicable proof.
<input type="checkbox"/>	Travel/health insurance	For Schengen travel, medical insurance should cover the entire Schengen trip and meet the required minimum coverage.
<input type="checkbox"/>	Civil status documents	Marriage certificate, divorce decree, birth certificate of children, death certificate of spouse, custody papers, if applicable.
<input type="checkbox"/>	Translations and certified copies	Translate documents not in German or English. Prepare certified/notarised/apostilled/attested copies where the receiving authority asks for them.
<input type="checkbox"/>	Two clean A4 sets where required	National visa categories may require two identical sets. Avoid stapling unless specifically instructed.
<input type="checkbox"/>	Originals for appointment	Carry originals for verification even if only copies are submitted.

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# Short-stay Germany travellers: Schengen visa categories

For stays up to 90 days in the Schengen area. Requirements differ by purpose of travel and jurisdiction.

## Tourist / leisure traveller checklist

Done	Document / action	Why it matters /when needed
<input type="checkbox"/>	Schengen application form + declarations	Fill online, sign, and submit all pages including barcodes.
<input type="checkbox"/>	Passport + passport copies	Include biometric/address pages and Indian passport last page where required.
<input type="checkbox"/>	Photo	Recent biometric photo, typically 35 x 45 mm, white background.
<input type="checkbox"/>	Personal covering letter	State tourism purpose, dates, cities, itinerary and who bears the cost.
<input type="checkbox"/>	Accommodation proof for every destination	Hotel bookings, holiday home booking or other reservation for each Schengen country visited.
<input type="checkbox"/>	Proof of financial status	Bank statements, salary slips, ITR/Form 16, company registration, pension proof or student documents, depending on applicant status.
<input type="checkbox"/>	Flight reservation / transport plan	Show intended entry/exit and internal travel plan.
<input type="checkbox"/>	Travel medical insurance	Should cover all Schengen countries for the complete trip.
<input type="checkbox"/>	Civil status proof, if applicable	Marriage/divorce/custody/birth/death documents when relevant.

## Family / friends visitor checklist

Done	Document / action	Why it matters /when needed
<input type="checkbox"/>	Invitation letter from family/friend in Germany	Include inviter address, contact, intended stay period, traveler name, passport number, purpose and itinerary.
<input type="checkbox"/>	Proof of inviter legal residence	Passport/national ID and residence permit copy if the inviter is not a German citizen.
<input type="checkbox"/>	Proof of relationship	Birth certificate, marriage certificate, OCI card, passport copies or other documents depending on relationship.
<input type="checkbox"/>	Accommodation confirmation	Host confirmation with address/signature or hotel/campus/rental reservation.
<input type="checkbox"/>	Sponsor papers, if sponsored	Sponsor letter, passport copy, bank statements, residence permit and/or formal obligation letter where applicable.
<input type="checkbox"/>	Applicant economic-status documents	Employment, self-employment, student, retired or unemployed proof as applicable.

# Business, medical and minor travellers

## Business traveller / trade fair / conference checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Company covering letter from India	On company letterhead with traveller name, passport number, purpose, duration and itinerary.
<input type="checkbox"/>	Company registration documents	Certificate of incorporation, GST registration and proof of company registration, where applicable.
<input type="checkbox"/>	Invitation letter from German business partner	Explain business relationship, planned activities and accommodation if arranged by inviter.
<input type="checkbox"/>	Meeting schedule	Detailed schedule is especially useful for longer stays or multiple meetings.
<input type="checkbox"/>	Trade fair / conference documents	Registration, exhibitor/visitor pass, event invitation or agenda, if applicable.
<input type="checkbox"/>	Employer leave / approval letter	For employed travellers, include holiday/business travel approval and employment proof.
<input type="checkbox"/>	Financial and tax documents	Bank statements, salary slips, ITR/Form 16 or company ITR, depending on applicant status.
<input type="checkbox"/>	Travel medical insurance and flight reservation	Carry standard Schengen short-stay travel proof and insurance.

## Medical traveller / patient companion checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Medical reports and diagnosis documents	Translate reports where required so hospitals, insurers and authorities can understand the case.
<input type="checkbox"/>	Appointment / admission confirmation from Germany	Hospital/doctor confirmation, treatment plan, estimated dates and expected cost.
<input type="checkbox"/>	Proof of ability to pay	Bank statements, insurance approval, sponsor letter, estimate payment proof or other financial support.
<input type="checkbox"/>	Companion/caregiver documents	Relationship proof, purpose letter and separate visa documents for any accompanying person.
<input type="checkbox"/>	Insurance and travel plan	Carry travel medical insurance and a realistic itinerary considering treatment dates.
<input type="checkbox"/>	Translated medical history	Prescriptions, discharge summaries, diagnostic reports, allergies, surgery notes and consent forms.

## Minor applicant checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Birth certificate of minor	Carry original/copy and translation if not in German or English.
<input type="checkbox"/>	Both parents sign required forms/declarations	Where required, application form and declarations must be signed by both parents/guardians.
<input type="checkbox"/>	Passport copies of parents/guardians	Biometric/address pages of both parents/guardians having custody.
<input type="checkbox"/>	Consent/authorization letter	If one/both parents are not present or the minor travels alone, carry notarised consent/authorization.
<input type="checkbox"/>	Custody/death certificate documents	Required if only one parent submits or has custody, or if a parent is deceased.
<input type="checkbox"/>	Parent visa copy, if applicable	If a parent is not submitting with the child, a copy of that parent's visa may be required.

## Students, language-course applicants and university applicants

### Student / Studienkolleg / language course checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Valid passport + data page copies	National visa student checklist requires passport and two copies of the data page.
<input type="checkbox"/>	Application form, declaration and additional contact/legal representation declaration	Prepare signed copies as required by the German Missions student checklist.
<input type="checkbox"/>	3 biometric passport photos	Use current, identical biometric photos.
<input type="checkbox"/>	APS Certificate	Mandatory for most Indian student applicants, unless an official exception applies.
<input type="checkbox"/>	Admission letter / Studienkolleg / language course registration	Admission should confirm language of instruction and, where relevant, non-German degree details.
<input type="checkbox"/>	Proof of financial means	Blocked account, formal obligation letter, or German/EU scholarship/stipend as applicable.
<input type="checkbox"/>	Previous academic qualifications	10th/12th marksheets, degree certificates, diplomas, university marksheets, depending on level.
<input type="checkbox"/>	Language proficiency proof	German or English test certificate depending on instruction language, unless admission letter confirms sufficiency.
<input type="checkbox"/>	Tuition/study fee payment proof	Needed if the university charges tuition or study fees.
<input type="checkbox"/>	CV and motivation letter/SOP	Explain chosen course, university, and reason to study in Germany.
<input type="checkbox"/>	Travel health insurance for first 90 days	Starting from and including intended date of entry.
<input type="checkbox"/>	Visa fee and two A4 sets	Carry two identical sets plus originals on appointment day.

### Student document translation support

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# Work, employment and job-seeker applicants

## Employment / Blue Card / skilled worker checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Valid passport with blank pages	For employment visa, check passport validity and keep A4 copy of data page.
<input type="checkbox"/>	Application form, declarations and employment visa annexure	Use the current national visa process for employment.
<input type="checkbox"/>	Employment contract from Germany	Signed contract or binding job offer with role, salary, start date and employer details.
<input type="checkbox"/>	Deputation order, if applicable	Required where the Indian employer is deputing the applicant to Germany.
<input type="checkbox"/>	Qualification and experience proof	Degrees, certificates, experience letters and professional documents relevant to the job.
<input type="checkbox"/>	One-page CV	Keep concise and consistent with experience documents.
<input type="checkbox"/>	Federal Employment Agency approval, if applicable	Needed for some categories unless exempt or pre-approved.
<input type="checkbox"/>	Health insurance proof	German statutory insurance from employment date or travel insurance until employment insurance begins.
<input type="checkbox"/>	Biometric photos and visa fee	Carry current photos and payment instrument as instructed.
<input type="checkbox"/>	Translations / recognition documents	Prepare German/English translations and qualification recognition documents where required.

## Job-seeker / employment-search checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Proof of accommodation in Germany	Must include complete actual address.
<input type="checkbox"/>	Proof of vocational or academic training	Degree, diploma, vocational certificate and relevant work experience.
<input type="checkbox"/>	Qualification recognition / Anabin printouts	Academic applicants may need Anabin database printouts or Statement of Comparability; vocational applicants may need recognition proof.
<input type="checkbox"/>	German B1 certificate, if required	For acknowledged vocational training applicants, current B1 proof may be required.
<input type="checkbox"/>	Proof of financial means	Blocked account, formal obligation letter or other proof; official job-seeker checklist mentions monthly funds plus return-flight funds.
<input type="checkbox"/>	Motivation letter / statement of purpose	Explain when you plan to move, type of work, German learning, job applications/interviews and why Germany.
<input type="checkbox"/>	Proof of job applications/interviews	Attach applications, email replies or interview invitations if available.
<input type="checkbox"/>	Personal status in India	Birth certificate, Aadhaar with English translation if applicable, and related documents.
<input type="checkbox"/>	CV and health insurance	Prepare two identical A4 application sets and carry originals.

# Entrepreneurs, freelancers and documentation preparation

## Self-employment / entrepreneur / freelancer checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Business plan / freelance plan	Explain business model, clients, revenue, costs, market need and Germany-specific plan.
<input type="checkbox"/>	Proof of financing	Own funds, bank proof, loan commitment or investor support.
<input type="checkbox"/>	Evidence of economic interest or regional demand	Contracts, LOIs, German customer interest, market research or regional demand proof.
<input type="checkbox"/>	Expected positive economic effect	Jobs, investment, innovation, tax, trade or commercial impact in Germany.
<input type="checkbox"/>	Licences/permits, if required	Required for regulated activities and certain freelance professions.
<input type="checkbox"/>	Pension provision, if over 45	Official guidance requires adequate old-age pension proof for older applicants.
<input type="checkbox"/>	Qualifications and professional portfolio	Degrees, certificates, references, prior contracts and proof of expertise.
<input type="checkbox"/>	German client letters / contracts	Particularly useful for freelancers to prove demand and work pipeline.

## Translation, attestation and formatting checklist

Done	Document / action	Why it matters / when needed
<input type="checkbox"/>	Check document language	If a document is not in German or English, prepare proper German or English translation.
<input type="checkbox"/>	Check name consistency	Match passport spelling across birth certificate, marriage certificate, degree, PCC and employment records.
<input type="checkbox"/>	Translate all stamps and endorsements	Official stamps, seals, handwritten notes and back-side text may matter.
<input type="checkbox"/>	Keep original formatting where possible	Tables, mark sheets, certificates and registers should remain easy to compare with source.
<input type="checkbox"/>	Decide certification level	Certified translation, notarised translation, sworn translation, apostille, MEA attestation or embassy attestation may vary by authority.
<input type="checkbox"/>	Prepare both soft copy and print copy	Useful for online uploads, VFS/German Mission appointment and institution submissions.
<input type="checkbox"/>	Keep a document index	List every document, language, translation status, attestation status and number of copies.
<input type="checkbox"/>	Do a final page-by-page QA	Check names, dates, numbers, spelling, stamps, signatures, pages and missing backsides.

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## Final 24-hour submission check

- Verify the latest official checklist for your city/jurisdiction and visa category.
- Arrange documents in the same order as the official checklist.
- Carry originals plus required A4 copies.
- Do not staple documents unless the official checklist specifically instructs it.
- Check that all forms and declarations are signed in the correct places.
- Check that photos match current biometric specifications.
- Carry appointment confirmation, fee payment instrument and travel insurance proof.
- Carry translations for every document not in German or English.
- Keep a scanned backup of all documents in cloud storage and email.

### **Want Enuncia Global to check your document set before submission?**

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## Source basis and disclaimer

This document was prepared using publicly available official guidance and checklists from German Missions in India, DAAD and Make it in Germany, including tourism, visit/family/friends, business, student, employment, job-seeker and self-employment guidance available as of June 2026. Requirements can change by visa category, jurisdiction, applicant profile and receiving authority. Always verify the latest official checklist before submission.

- German Missions in India - Schengen visa tourism checklist
- German Missions in India - Schengen visa family/friends checklist
- German Missions in India - Schengen visa business checklist
- German Missions in India - National visa student checklist
- German Missions in India - National visa employment checklist
- German Missions in India - Job-seeker visa checklist
- DAAD - Visas and usual student visa documents
- Make it in Germany - Visa for self-employment

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