

CHECKLIST FOR SHORT STAY - NON PROFESSIONAL / TOURIST VISA

		YES	NO
1.	Original plus Copy of Passport , (page 1-3, page 47/48) valid for 6 months at time of lodging the application		
2.	One Application Form , with all column filled in and 2 Color Photos 3.5 x 4.5 attached (against white background)		
3.	If staying at hotel : Copy of Confirmed Hotel Reservation and any other Schengen Country Confirmed Hotel Reservation		
4.	If staying at family, friend or relative's place: Original Sponsorship Certificate (Attestation d'accueil) , Original Motivation Letter from Host in France, Host's Documents (Copy of ID, Copy of Tax Payment, Copy of Payment Slip & Copy of Indonesian Visa if any)		
5.	If sponsor by someone: Original Sponsorship Letter and Copy of Sponsor Financial Evidence for The Last 3 Months		
6.	Copy of Personal Financial Evidence for The Last 3 Months		
7.	Original plus Copy of Travel Insurance , medical + hospital + repatriation + evacuation cover (equivalent to 30,000 Euros)		
8.	Copy of Air Ticket or E-Ticket (Itinerary) and any other Schengen Country Air Ticket or E-Ticket (Itinerary)		
9.	If employed, Original Work Reference from Company With Leave Details		
10.	If self-employed, Copy of Firm's Registration / Partnership Deed (Copy SIUP/NPWP)		
11.	If student, Original Letter from School / Copy of Student Card		
12.	If traveling with family or sponsor by family member, Copy of Marriage Certificate, Birth Certificate, Family Card . If minor, Affidavit from Parent/s . If traveling with one parent, signature from the other parent required with legalized signature		

Contact of Applicant (Tel): _____ email: _____

Signature _____

OFFICIAL USE

Accepted by: _____ Comments, if any: