

Visa Document Checklist Template

Please complete this checklist before submitting your visa application. This template is formatted for easy printing.

Applicant & Travel Information

Applicant Full Name:	<input type="text" value="John Doe"/>
Passport Number:	<input type="text" value="A12345678"/>
Destination Country:	<input type="text" value="e.g. France"/>
Visa Category/Type:	<input type="text" value="e.g. Tourist, Business"/>
Expected Submission Date:	<input type="text" value="YYYY-MM-DD"/>

Required Documents Checklist

Use the "Status" column to write "Yes", "No", or "N/A", and add any relevant notes.

Status (Yes/No/NA)	Document Description	Requirements & Details	Applicant Notes
1. Primary Identity & Application Documents			
<input type="checkbox"/>	Valid Passport	Must be valid for at least 6 months beyond stay, with at least 2 blank pages.	<input type="text" value="Expiry date, etc."/>
<input type="checkbox"/>	Visa Application Form	Fully completed and signed.	<input type="text" value="Completed online/printed"/>
<input type="checkbox"/>	Passport Photos	Recent passport-sized photos meeting specific embassy specifications.	<input type="text" value="Number of copies"/>
2. Proof of Travel Purpose & Accommodation			
<input type="checkbox"/>	Flight Itinerary	Round-trip flight reservations or detailed travel itinerary.	<input type="text" value="Booking reference"/>
<input type="checkbox"/>	Proof of Accommodation	Hotel bookings, rental agreement, or invitation letter from host.	<input type="text" value="Hotel name/address"/>
<input type="checkbox"/>	Travel Insurance	Policy certificate covering medical expenses and repatriation.	<input type="text" value="Policy provider & number"/>
3. Financial & Employment Evidence			
<input type="checkbox"/>	Bank Statements	Original statements for the last 3 to 6 months showing sufficient funds.	<input type="text" value="Bank name"/>
<input type="checkbox"/>	Employment Letter / NoC	Letter from employer stating position, salary, and approved leave of absence.	<input type="text" value="Date of letter"/>
<input type="checkbox"/>	Tax Returns / Pay Slips	Proof of regular income and tax compliance.	<input type="text" value="Years/months covered"/>

Verification & Submission Details

Verified By (Name/Signature):	<input type="text" value="Applicant or Agent signature"/>
Date of Verification:	<input type="text" value="YYYY-MM-DD"/>
Additional Remarks:	<input type="text" value="Any missing documents or"/>