SCHENGEN VISA APPLICATION CHECKLIST & SERVICE GUIDE

Professional travel and visa application support

Clear preparation. Organised documents. Confident submission.

This guide explains the documents normally required, the information we need from you, our available services, current charges and important terms. Embassy-specific requirements may vary.

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1. GENERAL DOCUMENTS REQUIRED

The following documents are generally required for a Schengen visa application. Requirements may vary depending on your destination, nationality and personal circumstances.

✓ Valid passport, with at least two blank pages and valid for at least three months after your planned departure from the Schengen Area

✓ Passport biodata page and copies of relevant previous visas and entry/exit stamps

✓ A valid residence permit if you are applying from a country where you are legally resident, but which is not your home country or country of citizenship. (For UK residents: your eVisa printout and immigration share code, or BRP where applicable)

✓ Completed and signed Schengen visa application form

✓ Recent passport photograph(s) meeting the relevant mission's Schengen photo specifications

✓ Biometrics appointment confirmation

✓ Round-trip flight booking or other transport reservation

✓ Hotel booking for the full stay, or host invitation and accommodation evidence

✓ Travel medical insurance valid for all Schengen states and covering the full travel period

✓ Three months' recent personal bank statements showing sufficient funds

✓ Proof of employment, self-employment, study, retirement or other present status

✓ Three months' recent payslips, if employed

✓ Visa support/cover letter explaining purpose, dates, funding and intention to return

✓ Trip itinerary showing destinations and planned activities

IMPORTANT

The relevant embassy or visa centre may request additional documents. Requirements can differ by destination, nationality, UK immigration status and personal circumstances.

2. CURRENT LIVING STATUS & PROOF OF INCOME

Please provide the documents that best explain how you earn a living, your present circumstances and your reasons for returning after your visit.

If employed

- ✓ Employer letter confirming role, start date, salary and approved leave
- ✓ Three months' recent payslips
- ✓ Evidence of return to work, where appropriate

If self-employed or a company director

- ✓ Company registration or Companies House evidence
- ✓ Recent business bank statements
- ✓ Accountant's letter, invoices, tax records or other proof of trading and income

If a student

- ✓ Recent enrolment/status letter
- ✓ Evidence of term dates or authorised absence, where relevant

If sponsored

- ✓ Signed sponsorship letter explaining the relationship and costs covered
- ✓ Sponsor's passport/ID and UK status where relevant
- ✓ Sponsor's bank statements, income evidence and accommodation evidence

If staying with family or friends

- ✓ Invitation letter and host's full address/contact details
- ✓ Host's passport/ID and legal residence evidence
- ✓ Proof of relationship and accommodation, if requested

Evidence of ties and return

- ✓ Tenancy agreement, mortgage or property evidence
- ✓ Family responsibilities, ongoing studies, employment or business commitments
- ✓ Any other credible evidence supporting your return after the visit

3. TRAVEL BOOKINGS, INSURANCE & FINANCES

Flight bookings

You may arrange your own flights or request our assistance. A flight reservation may be used where permitted if you do not wish to buy a ticket before a decision. Reservations are temporary and may expire. Avoid non-refundable commitments until a visa decision is received.

Accommodation

As part of our application support, Riogrannde Travels will usually prepare an unpaid hotel reservation for the applicant. This does not apply where the customer has already purchased a hotel booking or made another suitable accommodation arrangement. If staying with a host, the applicant must provide the required invitation and host documents.

Travel medical insurance

Travel medical insurance is mandatory and must meet the relevant Schengen requirements. Unless a customer specifically requests otherwise, insurance arranged through Riogrannde Travels is normally purchased to cover the applicant for one year.

TRAVEL INSURANCE CHARGE

Travel insurance arranged through Riogrannde Travels costs £35 per traveller. Benefits, exclusions, eligibility and the exact period of cover remain subject to the selected insurer's policy terms. The applicant must review the policy wording before purchase and submission.

Financial evidence

Bank statements should show genuine, accessible funds and normal account activity. As a general preparation guide, applicants should reserve approximately £50 to £100 per person per day, in addition to transport and accommodation costs. The official amount required may vary by country and personal circumstances.

PLEASE NOTE

Fully paid flights, hotels or insurance do not guarantee visa approval. Third-party bookings remain subject to the supplier's own cancellation, amendment and refund policies.

4. INFORMATION REQUIRED FROM YOU

Please provide accurate details and upload the requested documents through our application form after payment has been made.

ONLINE APPLICATION FORM

Click here to open and complete the Riogrannde Travels application form

Before submitting the form, have the following information ready:

- ✓ Full personal and passport details
- ✓ Your full residential address and immigration status
- ✓ Employment, self-employment, study or retirement details
- ✓ Proposed travel dates, destination(s) and purpose
- ✓ Accommodation and transport details
- ✓ Funding arrangements and estimated trip cost
- ✓ Travel history, previous visas and refusals
- ✓ Host or sponsor information, where applicable
- ✓ Any relevant personal circumstances that should be explained

ACCURACY MATTERS

Check names, dates, passport numbers and answers carefully. You remain responsible for ensuring that all information and documents supplied are accurate, authentic and complete.

5. OUR SERVICES

APPLICATION SUPPORT	TRAVEL SUPPORT
• Visa application consultation • Form completion guidance and organisation • Professional visa support letter • Appointment booking support • General document review	• Flight booking/reservation assistance • Hotel reservation assistance • Travel insurance arrangement • General travel support • Printing and courier preparation

Document printing & courier preparation

For applicants who would like a biometrics-ready document pack, we can print and professionally organise the application documents, package them securely and dispatch them by post or courier.

SERVICE CHARGE: £30

Postal or courier delivery is charged separately. Delivery times are controlled by the selected carrier, so allow sufficient time before your appointment.

What the service includes

✓ Printing the application documents

✓ Professional document organisation

✓ Preparation of a biometrics-ready application pack

✓ Secure packaging and dispatch arrangement

6. FEES & PAYMENT

SERVICE / CHARGE	CURRENT AMOUNT	NOTES
Consultation fee	£100 per applicant	Non-refundable once consultation services have commenced
Visa application fee	Approximately £80	Usually paid at the visa centre when attending biometrics; subject to change
Biometrics appointment booking support	£35	Appointment availability is controlled by the visa centre
Travel insurance	£35 per traveller	Subject to insurer eligibility, policy terms and coverage
Document printing & courier preparation	£30	Postal/courier delivery fee excluded
Flight reservation	Up to £49	Varies by route and availability; reservation may expire
Passport return courier	Usually around £30	Optional and subject to visa centre pricing

VISA PROCESSING TIME

Schengen visa processing is generally approximately 15 working days after the application and biometrics have been submitted. Processing may take longer because of embassy workload, additional checks, missing information or individual circumstances. Applicants should apply well in advance.

7. IMPORTANT TERMS & CONDITIONS

1. Riogrannde Travels does not guarantee visa approval under any circumstances. All visa decisions remain solely at the discretion of the relevant embassy or consulate.

2. Submitting complete documents does not automatically guarantee a successful visa outcome.

3. Applicants are fully responsible for attending their biometrics appointment and for any cancellation, lateness or failure to attend.

4. Appointment dates and times depend on embassy or visa centre availability and cannot be guaranteed according to an applicant's preferred date.

5. Riogrannde Travels provides tourist travel and visa application support. We are not an immigration advisory or legal representation firm.

6. Applicants are responsible for understanding and complying with the conditions of any visa granted by an embassy or consulate.

7. Schengen visa processing is generally approximately 15 working days after submission and biometrics. Delays may occur because of workload, additional checks or individual circumstances.

8. Applicants should apply well in advance of their intended travel dates and follow the latest guidance issued by the relevant mission.

9. Applicants are responsible for the accuracy, authenticity and completeness of every piece of information and documentation supplied or submitted in their name.

10. False, altered, misleading or unverifiable documents may lead to refusal, a ban or legal consequences. Riogrannde Travels accepts no liability where it has acted on information supplied by an applicant.

11. Service fees are non-refundable once the relevant service has commenced. A refund may be considered only where Riogrannde Travels cannot provide the paid service, a specific written arrangement permits a refund, or an error attributable to us has materially affected the service.

12. Riogrannde Travels may discontinue a service where there is suspected fraud or abusive, threatening, unlawful or inappropriate conduct.

13. Applicants are responsible for their travel arrangements, luggage, passports, boarding passes, airline check-in, entry requirements and related logistics.

14. Applicants may independently purchase their own flights or request assistance from Riogrannde Travels.

15. Where possible and suitable, applicants may choose confirmed flight tickets. However, they should carefully consider the financial risk of purchasing non-refundable travel before a visa decision.

16. Applicants who do not wish to purchase full tickets before a decision may use a valid flight reservation where permitted for application purposes.

17. Flight reservations may cost up to £49 depending on the route and availability. Prices are subject to change.

18. Flight reservations are temporary and may expire automatically if they are not converted into fully paid tickets.

19. Applicants are responsible for understanding the nature and limitations of flight reservations before proceeding.

20. Riogrannde Travels is not liable for embassy delays, refusals not caused by our act or omission, airline disruption, denied boarding, hotel cancellation, courier delay, third-party failure or sudden policy changes.

21. Applicants should avoid irreversible travel commitments until a visa decision has been received.

22. Consultation and other service fees are non-refundable once the relevant service has commenced, except where a written agreement or the refund circumstances described in term 11 apply.

23. Applicants may independently purchase flights, hotels, insurance and other travel services. Refunds for third-party purchases depend entirely on the supplier's terms and refund policy.

24. Communication may occasionally take longer during peak travel seasons, public holidays or periods of high application volume.

25. By making payment, submitting information or instructing us to proceed, the applicant confirms that they have read, understood and accepted these terms and conditions.

8. FINAL PRE-SUBMISSION CHECK

☐ All names and passport numbers match the passport

☐ Travel dates are consistent across the form, letter, insurance and bookings

☐ Accommodation covers every night of the trip

☐ Insurance meets the destination's current requirements

☐ Bank statements and income evidence are complete and legible

☐ All required forms and letters are signed and dated

☐ Documents are arranged in the required order

☐ I have retained copies of everything submitted

☐ I understand my appointment time and biometrics responsibilities

☐ I have checked the relevant embassy/visa centre's latest country-specific requirements

READY TO PROCEED?

Complete the online information form after payment, then send any outstanding documents through the agreed channel. Contact us if your circumstances change before submission.

CONTACT RIOGRANNDE TRAVELS

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