Application Pack

ANIL KUMAR SHARMA · Schengen short-stay tourist visa · France · 10 February 2027 to 19 February 2027 (10 days)

Prepared from your documents and the details you gave us. Text in [square brackets] is something only you know: replace it before you use the page. Nothing here is legal advice and nothing predicts the consulate's decision.

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1. Cover letter

14 Lake View Road, Bandra West, Mumbai 400050 · +91 98 0000 0000 · anil.sharma@example.com

[Date]

To: Embassy / Consulate of France in India

Subject: Application for a Schengen short-stay visa (tourism) — Anil Kumar Sharma, passport P1234567

Dear Sir or Madam, I am an Indian citizen living in Mumbai and I am applying for a short-stay Schengen visa for a tourist trip to France from 10 to 19 February 2027. France is my main and only destination.

I will stay five nights in Paris (10 to 15 February) and three nights in Lyon (15 to 18 February), returning to Paris for my flight home on 19 February. My return flight BOM–CDG–BOM is reserved under booking QX7K2L and both hotels are booked in my name; the confirmations are enclosed.

I am paying for the trip myself. I have worked as a software engineer at Meridian Software Pvt Ltd since April 2019, with a monthly salary of INR 1,85,000. My employer's letter confirms my position and my approved leave for the dates of the trip. My bank statements for the last three months show a closing balance of INR 6,12,000.

My wife and our two children live with me in Mumbai, in the flat we own, and my position is permanent. I visited Italy on a Schengen visa in June 2023 and returned within the visa's validity. I will leave the Schengen area before this visa expires.

Enclosed, in the order of the checklist: application form, photographs, passport, travel insurance covering 10 to 19 February with EUR 30,000 of medical cover, flight reservation, hotel bookings, bank statements, employer's letter and this letter.

Thank you for considering my application. I remain at your disposal for any further document. Yours faithfully, Anil Kumar Sharma

Signature: _____

ANIL KUMAR SHARMA

2. Application form — answer sheet

Field numbers follow the harmonised Schengen application form. Lines marked 'to fill in' need your input.

1. Surname (family name)
SHARMA
Exactly as printed in the passport.

2. Surname at birth (former family name(s))
[to fill in]
Write the same surname again if it never changed.

3. First name(s) (given name(s))
ANIL KUMAR

4. Date of birth (day-month-year)
21-07-1988

5. Place of birth
Mumbai

6. Country of birth
[to fill in]
Usually the same as the issuing country of a first passport.

7. Current nationality
India
Add nationality at birth and other nationalities only if different.

8. Sex
[to fill in]

9. Civil status
Married

10. Parental authority / legal guardian (minors only)
Not applicable
Only for applicants under 18.

11. National identity number (where applicable)
[to fill in]
Leave empty if your country does not issue one.

12. Type of travel document
Ordinary passport

13. Number of travel document
P1234567

14. Date of issue
02-03-2021

15. Valid until
01-03-2031

16. Issued by (country)
India

17. Family member who is an EU/EEA/CH citizen (if applicable)
Not applicable
Fill in only if you travel with or join such a family member.

18. Family relationship with the EU/EEA/CH citizen
Not applicable

19. Home address, e-mail address and telephone number

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Postal address where you live now, the e-mail you check, and a phone with country code.

20. Residence in a country other than the country of current nationality

No

21. Current occupation

Software engineer

22. Employer: name, address, telephone (students: educational establishment)

Meridian Software Pvt Ltd, Tower B, Hiranandani Gardens, Powai, Mumbai 400076, +91 22 0000 0000

23. Main purpose(s) of the journey

Tourism

24. Additional information on purpose of stay

Paris 10–15 February, Lyon 15–18 February, back to Paris for the return flight

One or two lines: e.g. sightseeing in Paris and Nice, visiting museums.

25. Member State of main destination

France

Add other Member States only if you spend nights there too.

26. Member State of first entry

France

Where you first cross the Schengen border; from your flight reservation.

27. Number of entries requested

Single entry

Choose 'multiple' only if you leave and re-enter the Schengen area during the trip.

27. Intended date of arrival of the first intended stay

10-02-2027

27. Intended date of departure from the Schengen area

19-02-2027

28. Fingerprints collected previously for a Schengen visa application

Yes — [date] (visa sticker no. [number], if known)

29. Entry permit for the final country of destination (where applicable)

Not applicable

Only for transit through the Schengen area to a third country.

30. Inviting person(s) / hotel(s) / temporary accommodation(s): name, address, telephone, e-mail

[hotel name and address from your booking], Paris (10-02-2027 to 15-02-2027); [hotel name and address from your booking], Lyon (15-02-2027 to 18-02-2027)

31. Inviting company/organisation (name, address, contact)

Not applicable

Tourist trips are not invited by a company.

32. Cost of travelling and living during the stay is covered by

The applicant himself/herself; means of support: [tick what applies: cash / credit card / prepaid accommodation / prepaid transport]

Tick every means that applies; they must match your bank statements and bookings.

3. Employer letter (employment and leave confirmation)

How to use this page

- Print on the company's letterhead; signed and stamped by HR or your manager, with their name, title and direct phone number.
- Date it within the last month before you apply. Attach your last three payslips if the consulate asks for them.
- If you are self-employed, replace this with your business registration and tax returns; if you are a student, ask your school for a comparable letter.

[Company letterhead — Meridian Software Pvt Ltd, address, phone, e-mail]

[Date]

To: Embassy / Consulate of France in India

Subject: Employment and leave confirmation — ANIL KUMAR SHARMA

To whom it may concern,

This is to confirm that ANIL KUMAR SHARMA (passport no. P1234567, date of birth 21 July 1988) has been employed by Meridian Software Pvt Ltd as Software engineer since 1 April 2019. The current gross monthly salary is INR 1,85,000.

ANIL KUMAR SHARMA has been granted annual leave from 10 February 2027 to 19 February 2027 for a tourist trip to France and will resume duties on [first working day after return]. The position will remain open during this period.

Please do not hesitate to contact the undersigned for any further information.

Yours faithfully,

[Name], [Title]

[Signature and company stamp] · [Direct phone] · [E-mail]

4. Order of documents for filing

Put the originals in this order, copies behind each original. Tick what you have.

[ ] 1. Application form
Completed with the answers on the answer sheet, printed, signed in the signature boxes.

[ ] 2. Passport photo(s)
Two recent photos, 35 × 45 mm, light background, neutral expression — see our photo guide.

[x] 3. Passport
Original, plus a copy of the data page and of previous Schengen visas; at least two blank pages.

[x] 4. Travel medical insurance
Certificate showing the insured name, dates, territorial validity (Schengen) and €30,000 minimum.

[x] 5. Flight reservation
Round-trip reservation with your name, dates and booking reference; do not buy the ticket before the visa is issued unless the consulate asks.

[x] 6. Accommodation booking
Booking confirmations covering every night, with your name; or the host's invitation and proof of address.

[x] 7. Bank statement
Last three to six months, stamped by the bank or downloaded with a verification code; account holder name must match the passport.

[ ] 8. Cover letter
Signed and dated; one page; lists the enclosed documents in this order.

[x] 9. Employer letter
Original on letterhead, signed and stamped, dated within the last month.

[ ] 10. Visa fee and service fee
Paid at the visa centre; keep the receipt with the application.

Notes

- SAMPLE PACK. The applicant, documents and facts are invented. A real pack is built from your own documents and the details you type.
- Field numbers follow the harmonised Schengen application form (Annex I). Online portals of France may show the same questions in a different order.
- Lines marked 'to fill in' are facts your documents do not show. Fill them in yourself — never leave a placeholder in the submitted form.
- Every answer must match your documents word for word (names as in the passport, dates as in the bookings).
- The letters are templates for the people who really employ, sponsor or host you. They must sign on their own letterhead or paper; an unsigned or fabricated letter leads to refusal and an entry ban.
- You plan to apply on 15 December 2026: date the cover letter and the employer letter close to that day.