

****VFS Visa Application Letter Checklist****

1. **Applicant Information:**

- Full Name
- Date of Birth
- Passport Number
- Contact Information

2. **Visa Type:**

- Type of Visa Applying For (e.g., Tourist, Student, Work)

3. **Purpose of Visit:**

- Brief Description of Purpose
- Duration of Stay

4. **Travel Details:**

- Intended Travel Dates
- Flight Details (if applicable)

5. **Supporting Documents:**

- Completed Visa Application Form
- Passport-sized Photographs
- Valid Passport (with copies)
- Travel Itinerary
- Proof of Accommodation
- Financial Statements (e.g., bank statements)
- Travel Insurance

6. **Invitation Letter (if applicable):**

- From Host/Organization
- Details of Relationship

7. **Additional Information:**

- Any Previous Visas
- Employment Letter (if applicable)

8. **Signature:**

- Applicant's Signature
- Date of Application

9. **Submission Instructions:**

- Details on Where to Submit
- Payment Methods

10. **Contact Information for Queries:**

- VFS Office Contact Information
- Working Hours

****Note: Ensure all documents are organized and easily accessible in the order listed.****