

# TravelSense — Visa & Passport Pack

Document checklist & application forms · prepared by V9 Travels

We complete your visa application for you — you only need to provide the documents below. Country-specific visa fees, processing times and exact requirements are listed live on [travelsense.co.in/visa-passport](https://travelsense.co.in/visa-passport). Keep this pack handy while gathering your papers.

## 1 - Passport requirements

- Valid passport with at least **6 months** validity beyond your date of return.
- Minimum **2 blank pages** for the visa sticker and immigration stamps.
- Photocopies of the front and back (address) pages of the passport.
- All old / cancelled passports, if any (some embassies need your travel history).

## 2 - Photographs

- Recent colour photographs taken within the last 6 months.
- Most embassies need 35x45 mm with a plain **white** background (USA/Schengen: 51x51 mm / 35x45 mm respectively).
- Matte finish, full face, no spectacles, neutral expression — we confirm the exact size per country.

## 3 - Standard supporting documents

- Completed visa application form — **we fill this for you** from the details you share.
- Confirmed return air tickets and the day-by-day TravelSense itinerary.
- Confirmed hotel bookings for the entire stay (provided by us).
- Personal bank statement of the last 6 months, bank-attested with stamp and signature.
- Income Tax Returns (ITR) of the last 2-3 years OR Form 16.
- Proof of occupation — leave letter & ID card (salaried), or GST/company registration (self-employed/business).
- Travel insurance covering the full trip (mandatory for Schengen; recommended elsewhere — we arrange it).

## 4 - Additional documents by traveller type

Traveller	Extra documents
Minor / child	Birth certificate; both parents' passport copies; signed consent letter if travelling with one parent.
Student	School/college ID; bonafide letter; sponsor's bank proof & ITR.
Retired	Pension proof / fixed-deposit statements; previous travel history.
Spouse (non-earning)	Marriage certificate; sponsor's documents and a covering letter.

## 5 - Visa cover-letter template

To the Visa Officer, [Embassy / Consulate of Country].

Subject: Application for a tourist visa — [Full Name], Passport No. [XXXXXXXX].

Respected Sir/Madam, I, [Full Name], intend to visit [Country] for tourism from [start date] to [end date] as part of a package arranged by TravelSense (V9 Travels), Pune. My confirmed flights, hotel bookings and travel insurance are enclosed. I am [employed at / running the business of] [name] and will return to India on [return date] to resume

*my responsibilities. Kindly grant me a tourist visa for the said period. Sincerely, [Signature / Name / Date].*

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This is a general guidance pack. Exact requirements vary by country and are subject to change by the respective embassy. Your TravelSense coordinator shares the final country-specific checklist and fills your application form before submission. - [travelsense.co.in/visa-passport](https://travelsense.co.in/visa-passport)