

CONFERENCE CHECKLIST		YES	NO
1	Application Form duly filled in and signed by the applicant.		
2	One recent passport size photograph in colour with white background (3.5cm by 4.5cm).		
3	Passport/Travel document must:		
	a) Have a validity of at least 3 months after the intended stay;		
	b) Have been issued within the previous 10 years and the validity must not exceed 10 years; and		
	c) Have 2 blank pages.		
4	Letter of invitation or confirmation of registration including reference to the receipt of registration fee issued by the host organization duly signed and stamped by an authorized person. Letter of invitation has to be issued in Hungarian language. English language letter is not accepted in this case.		
5	P rearranged accommodation. Reservation of accommodation is accepted provided that you paid a deposit or have to pay a cancellation fee. Please note that proof of prearranged accommodation has to be presented even if it is arranged or provided by the Hungarian organizer.		
6	Salary slips of the last three months from the employer.		
7	Detailed bank account statement of the applicant of the last three months.		
8	Certificate of registration in the case of the self-employed.		
9	Travel Itinerary with travel dates, including a return flight reservation or ticket.		
10	Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency, evacuate of arrival and departure.		
11	Applicant should stay at least six months in consulate jurisdiction (proof : rental agreement issued six months ago, bank statement, salary slips, electricity bills for past six months.		
12	Passport copies with old Schengen visas or other visas + old passport copies not providing these mentioned documents may result in visa decision.		

NOTE:

- The Consulate reserves the right to request further documentation. Original Documents must be presented during the personal interview with the visa officer

- Processing time 15 calendar days
 - In case an application is received by the consulate, less than 15 calendar days before the intended travel date, the application along with the passport will be returned to VFS without decision
- Therefore, the applicants are advise to apply at least one month prior to the intended travel date.

Contact of applicant (Tel): _____ Email: _____

Accepted by: _____