



SUN TOURISM INTERNATIONAL PVT. LTD.

Visa & Passport Assistance

1. Passport Document Checklist

Use this section when applying for a fresh passport, renewal, reissue or an update to personal particulars. The exact documents required depend on the application type and the applicant's circumstances.

Passport preparation

- ☐ Valid passport, if applying for renewal or reissue.
- ☐ Recent passport-size photographs, if required for your application route.
- ☐ Proof of identity, as applicable.
- ☐ Proof of address, as applicable.
- ☐ Proof of date of birth, where required.
- ☐ Previous passport and relevant copies, for renewal or reissue.
- ☐ Supporting documents for changes in name, address or personal particulars, if applicable.
- ☐ Appointment confirmation and any required application receipt or reference.

2. Common Visa Application Documents

Visa requirements vary by destination, nationality, travel purpose and individual circumstances. These are commonly requested categories, not a universal document list.

Visa application basics

- ☐ Completed visa application form.
- ☐ Valid passport with the required validity and blank pages.
- ☐ Recent photographs in the required format and size.
- ☐ Proof of purpose of travel, such as an itinerary, invitation or admission document.
- ☐ Flight itinerary or travel reservation, where required.
- ☐ Accommodation proof, where required.
- ☐ Travel insurance, where required.
- ☐ Previous visas or travel history, if relevant to the application.

Important: Do not submit documents simply because they appear on a generic checklist. Always confirm the latest official requirements for your destination and exact visa category.

3. Financial & Supporting Documents



Financial and background documents

- ☐ Recent bank statements, where required.
- ☐ Salary slips, employment letter or income proof, where applicable.
- ☐ Income Tax Returns / Form 16, where applicable.
- ☐ Sponsorship or financial support documents, if someone else is funding the trip.
- ☐ Business or company documents, for self-employed or business travellers.
- ☐ Invitation letter, host documents or relationship proof, where relevant.
- ☐ Education or employment documents, where relevant to the visa purpose.

4. Travel & Family Documents

Travel and family documentation

- ☐ Confirmed or provisional accommodation details, where required.
- ☐ Travel itinerary or proof of onward/return travel, where required.
- ☐ Travel insurance certificate, where required.
- ☐ Marriage certificate, if relevant to the application.
- ☐ Birth certificate for minor applicants, where required.
- ☐ Parent/guardian consent or supporting documents for minors, where applicable.

5. Before You Submit

Final review

- ☐ Check the official requirements for your destination and exact visa category.
- ☐ Make sure names, dates of birth and passport details are consistent across documents.
- ☐ Keep clear scans and copies of all documents you submit.
- ☐ Check whether documents need translation, notarisation, attestation or apostille.
- ☐ Keep original documents ready if the relevant authority asks to see them.
- ☐ Check appointment, biometric and document-upload requirements before your submission.

Need help with your visa or passport requirement?

Sun Tourism can help you understand the relevant application process, prepare your documents and plan the next step based on your travel requirement.

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Disclaimer: This checklist is a general preparation guide and is not an official government, embassy or consulate checklist. Visa decisions, passport issuance, appointment availability and processing times are determined by the relevant authorities. Requirements may change without notice.