* Filled in and signed application form.
* One Passport photo white background. Please find photo specification for details
* Passport (Original and Copy) with minimum two blank pages facing each other with at least six months validity.
* Copy of the previous Schengen Visas issued within the last three years. (If possible)
* IC – Copy and Original   
  (**The IC Must be valid at least 3 months after the intended visit to the Schengen Area**)
* If Singapore PR Holders must present Re Entry Permit (Original and Copy) Valid for at least 3 months after the intended visit to the Schengen Area.
* Flight Itinerary (Confirmed booking of the return flight – not paid ticket)   
  **If travelling around the Schengen Area all car rentals, flights or trains must be booked.** **Please show both tickets – helper name and employer name must be on the booking**
* Hotel Reservation or other accommodation for the entire trip

**(must show the name of the employer and the name of the helper together)**

* Travel Medical Insurance + full policy:
  + should cover the entire Schengen Area (helper insurance link to contract not accepted)
  + minimum coverage must be at least EUR 30,000 or 50.000 SGD (we accept Euros, USD or SGD only)
  + Please provide the full **policy wording** with all the details about your insurance
  + the documentation (policy or confirmation letter or similar) from the insurance company should mention the name of the applicant
  + The dates on the insurance period should matching the intended travel days
* Original and copy of the Employment Contract.
* **The bank statement of the employer** – last 3 months with transactions from the bank. No overseas account accepted.
* **The bank statement of the helper or if she doesn’t have provide a copy of the remittances if she send money home.**
* **Passport original and copy of employer.**
* **Employer MUST be present during submission time.**
* Domestic helper cannot fly alone.