

# EMPLOYMENT VISA

Version: 07/04/2017

## LIST OF DOCUMENTS REQUIRED FOR AN EMPLOYMENT VISA

- 1 **Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 2 blank visa pages** ☐
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
  - A Photo service complying to the Indian norms is available in our offices
- 3 **An Indian Government Regular Visa application form duly filled in online and signed on pages 1 and 2 (online form link: <https://indianvisaonline.gov.in/visa/index.html>)** ☐
- 4 **Declaration form : to be filled by all applicants submitting any application** ☐
- 5 **A formal job offer letter** ☐
- 6 **Photocopy of employment contract with full address of the Indian company, company stamp and signature, employee signature specifying, along with other working conditions, the following:** ☐
  - Workplace
  - Main address of the Indian company
  - Salary (should not be less than \$ 25 000 per annum) N.B. Minimum benchmark for salary is exempt in the following cases: ethnic cooks, Spanish language teachers, diplomatic mission employees
  - Confirmation of taxes that will be paid in India
  - Designation in the Indian Company
  - Contract period
- 7 **The « Certificate of Incorporation » of the Indian company, PAN card or Registration Certificate of NGO** ☐
- 8 **The applicant's Curriculum Vitae in English** ☐
- 9 **The « Employment Visa Proforma » Form filled in English** ☐
- 10 **Additional documents mentioned below as per your case** ☐

## LIST OF ADDITIONAL DOCUMENTS

### **If the applicant is not holding a Spanish passport**

- Registration Certificate from the concern City Council/Municipal (minimum period of stay in Spain is 2 years), with an issue date which should not exceed 180 days. ☐
- Referral form duly filled in Capital Letters ☐

### **If the applicant obtained Spanish nationality by naturalization and previously held Bangladeshi, Pakistani or Sri Lankan nationality**

- Literal Birth certificate. (Certificación literal de nacimiento) ☐
- Nationality certificate proving when Spanish nationality was obtained ☐

### **If the applicant has previously been working in India for more than 6 months**

- Registration Certificate from the FRRO (Form A) ☐

### **If the applicant is going to work for an NGO**

- Profile mentioning the activity of the NGO ☐
- Letter of authorization from the competent authority in India to hire foreigners in the NGO as volunteer worker ☐
- If you are going for an internship in an NGO, the original admission letter can replace the contract (this letter will have to be stamped and signed) ☐

### **If the applicant has a contract as a model**

- The contract must be stamped by the Indian Chamber of Commerce ☐

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_