

BUSINESS VISA

Version: 25/11/2018

THE FOLLOWING PERSONS ARE NOT ELIGIBLE FOR BUSINESS VISAS:

Applicants wishing to work in India and live there as an expatriate should apply for an Employment Visa.

LIST OF DOCUMENTS REQUIRED FOR A BUSINESS 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, and a copy ☐
- 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 ☐
- 4 A letter from the Indian company, with a proper letter head, signature and stamp, addressed to the Embassy of India in Madrid, specifying the exact purpose of your visit and the expected start and end dates of the first mission as well as the next missions if already planned. This letter must be written in english. (Please note: The address of the company reflected on the letter, must match your application form) ☐
- 5 A letter from your employer, with a proper letter head, signature and stamp, addressed to the Embassy of India in Madrid, specifying the exact purpose of the applicant's visit and the expected start and end dates. This letter must be written in english. (Please note: The address of the company reflected on the letter, must match your application form) ☐
- 6 [Declaration form](#): to be filled by all applicants submitting any application ☐
- 7 Additional documents mentioned below as per your case ☐

LIST OF ADDITIONAL DOCUMENTS

*** Certain professions may require additional documentation not specified in this checklist ***

If the applicant is a pilot or airline crew member

- Pilots: Copy of their pilot's license ☐
- Pilots and attendants should bring a copy of the DGCA (Directorate General of Civil Aviation) flight plan and clearance ☐

If the applicant is not holding a Spanish passport

- Registration Certificate from the concerned City Council (Empadronamiento) (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. (Certificado literal de nacimiento) ☐
- Nationality certificate proving when Spanish nationality was obtained ☐

If the applicant is a freelancer

- A letter addressed to the Embassy of India in Madrid, specifying the exact purpose of the visit and in which the applicant states that he/she is a freelancer and does not have stamp and letterhead. ☐

If the applicant is going for an internship through AIESEC in a private limited/profit company

- A formal letter from the Indian company, with the letterhead of it containing details of the offer, type of work to be done and to receive salary and workplace in India and the term of the Internship ☐
- One of the following documents: ☐
 - Certificate from college to Internship in India
 - Certificate of the Spanish company which sends the applicant to India Internship specifying the

relationship with the Indian company and who will be responsible for payment, expenses and stay in India.

- AIESEC certificate or Faro for Global Internship.
- Certificate signed and sealed. The International Association for the Exchange of Students for Technical Experience (IAESTE India, IC-Karunya University-641 114, India Email: iaeste@karunya.edu, Phone: 91-422-2614376 / Fax: 91- 422-2614377)
- Certificate of Incorporation (Form 1) Company India



IMPORTANT

This list is not exhaustive and does not guarantee a visa. The High Commission of India or its Consulates reserve the right to ask for further documentation where necessary.

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: _____