

List of supporting documents to be submitted by applicants traveling for the purpose of BUSINESS & SHORT PROFESSIONAL VISIT

	<ul style="list-style-type: none"> • Valid passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
	<ul style="list-style-type: none"> • Application form & declaration duly signed
	<ul style="list-style-type: none"> • Flight reservation - When applying for a visa for multiple visits: reservation of the first visit. A confirmed return ticket is required. The ticket should be bought only after the visa has been issued!
	<ul style="list-style-type: none"> • Travel health insurance
	<ul style="list-style-type: none"> • Proof of accommodation - For the whole duration of the intended stay for entire Schengen
	<ul style="list-style-type: none"> • Proof of solvency: Bank statements from the last 3 to 6 months, no deposits. Proof of the solvency of your (employer's) company, if the company pays the costs of travel and living; or proof of your personal solvency, in case personally covering the costs of travel and living For employees: A letter from the employer (in English) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> - address, telephone and fax numbers of the employing company - the name and position in the employing company of the countersigning officer - the name of the applicant, position, salary - and years of service - approval for leave or absence
	<ul style="list-style-type: none"> • Business License of your company and original letter from your employer: A copy of the business license on official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> - full address and contact persons of the company - the name and position of the countersigning officer - name, position, salary and years of employment - the purpose of the visit - confirmation of position after the return; - the person or the entity who will bear your travel and living costs
	<ul style="list-style-type: none"> • Original invitation letter from the organizer of the event or the training: On official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> - the full address and contacts of the company - the name and position of the countersigning officer - purpose and duration of the visit - detailed program - the person or the entity who will bear your travel and living costs; - whether the sponsor gives financial guaranty for your return to India;

- **Work Permit (if applicable)**

A work permit may be needed in the following cases:

1. Business training on the job
2. Working in your own company in the Member state of Schengen Area as destination