



Embajada de la República Dominicana
en la República de la India

	Work Visa Checklist
1	Original passport (valid 18+ months)
1a	Copy of all valid visa or expired
2	Visa application form
2a	filled
2b	signed
3	Passport photo
3a	4x5 cm
3b	white background
3c	high-res JPG.format
4	Cover letter
4a	English-stating the reason of travel with detailed information
4b	Certified Spanish translation
4c	Certificate of current employment
4d	Certified spanish translation
5	Financial proof
5a	Bank letter
5a1	Certified translation of bank letter
5b	Bank statement (last 3 months)
6	Invitation letter
6a	In Spanish
6b	Notarized
6c	Legalized by PGR
6d	Includes required legal clause
7	Guarantor ID
7a	Dominican National-cedula
7b	Foreign National- legally staying
	o cedula
	o visa
	o passport
8	Documents of company-Dominican Republic
8a	Registro Mercantil
8b	Company solvency
9	Police Clearance Certificate (PCC)
9a	Apostilled
9b	Certified Spanish translation
9c	Validity 1 year



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8		Job Offer
		<ul style="list-style-type: none">○ Formal job offer/ work contract○ With stamp of Ministry of Labour
9		Labour Ministry certificate
		<ul style="list-style-type: none">○ SIRLA registration, Art. 135 compliance○ Labour Ministry certificate (joining date, designation, salary, benefits)
10		Birth Certificate
		<ul style="list-style-type: none">○ Apostilled
		<ul style="list-style-type: none">○ Certified Spanish translation
11		Education certificate
		<ul style="list-style-type: none">○ Educational certificate/ diplomas in relation to the job
12		Medical Certificate
		<ul style="list-style-type: none">○ Signed by MBBS doctor