



EMPLOYMENT VISA CHECKLIST		YES	NO
1	<b>Long Stay Visa application form</b> completed online, printed, and signed by the applicant.		
2	<b>One photo</b> (size 35mm x 45 mm) taken during visa submission-Live Photo		
3	<b>Passport</b> with a period of validity extending at least three months after the intended date of departure from Latvia or other Member State and containing at least two blank pages. Copies of the identification pages and the pages that contain information about previously issued visas.		
4	<b>Invitation approved by the OCMA-</b> An invitation by applicant's employer in Latvia that is approved by the OCMA must be submitted. The invitation should be dated not later than 6 months prior to the application date		
5	<b>Employment Agreement and proof of sufficient financial means</b> - A copy of a signed employment agreement must be submitted along with the documents. Original private bank account statement showing the movements during the last three months with balance confirmation letter from the bank duly stamped and signed by the bank; Indian income tax return acknowledgment for the last three assessment years (please note that Form 26AS as well as Form 16/ 16 A must be submitted along with ITR-V).		
6	<b>Proof of Accommodation (if accommodation is not provided by)</b> - If the stay will be at an accommodation owned by a physical or a legal person, you will be required to provide a notarised document that the owner of the property, or their representative with power-of-attorney, consents to the stay as well as a statement from the land registry proving that the property belongs to the person giving consent and that they have the right to rent it.		
7	<b>Proof of the previous employment + ITRs</b> - Originals presented and copies of your prior employment proof (3 years of work experience) to be submitted. Indian income tax return acknowledgment for the last three assessment years (please note that Form 26AS as well as Form 16/ 16 A must be submitted along with ITR-V) – <b>if not applicable then</b>		
8	<b>Proof of the Previous Education-</b> Originals presented and copies of your prior education diplomas and mark sheets must be submitted. Education has to be obtained in the same field as planned employment.		
9	<b>Travel Medical Insurance</b> - Travel insurance to be valid for the whole Schengen area and covering the entire period of the intended visit. The minimum coverage of 42,600 EUR including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as medical transportation and repatriation in the event of death. Medical insurance policy can be obtained in applicant's country of residence, or in any other country, or taken out by the inviting person. It is important that the insurance meets all the above requirements		
10	<b>Hello Verify conformation slip</b> - Conformation received from Hello Verify for successfully uploaded visa application supporting documents for verification.		
11	<b>Visa fee of 90 EUR</b>		

**Note:** Applicant could be asked for additional documents if desired by The Embassy of Republic of Latvia, New Delhi.

The visa fee, according to Schengen regulations, is non-refundable.

Interview will be conducted only in English language

REMARKS

Applicant/Agent Name : .....

Signature: .....

VFS Staff Name : .....

Signature: .....

Date : .....

