

Embassy of Luxembourg
New Delhi
Required Documents for Business Visa

S.NO	All documents should be on A4 sheet	YES	NO
1	Application form duly filled, dated and signed by the applicant.		
2	1 recent passport size photograph in color on white background. The photo should be pasted (not stapled) on the form. The photo fixed on form needs to be less than 6 months old and non-edited and no-filter used.		
3	National passport valid for at least 3 months beyond the date of return and with at least 2 blank pages available + 1 copy of the data page of the passport.		
4	Copies of Schengen visas obtained during the last 5 years, if applicable.		
5	Proof of accommodation (hotel booking).		
6	Proof of the means of transport (reservation or booking; presentation of a paid ticket is not required). Including intra-Schengen connecting flight/train/bus ticket to Luxembourg. If connecting travel by car, please mention it.		

7	<p>Invitation letter from the inviting company in Luxembourg on company paper stating the purpose of the visit (including the complete business program with planned visits and/or meetings to attend), dates of travel, name, date of birth & passport number of the person invited and informing who covers the travel and/or accommodation expenses.</p>		
8	<p>Covering letter on a business letterhead (original) from your employer stating your position, the length of your service, and the same as above. For self-employed people: excerpt from the company register or similar document.</p>		
9	<p>Proof of sufficient financial means to cover all expenses during your stay:</p> <ol style="list-style-type: none"> 1. Company bank statements, including the name and signature of the bank branch manager, of the last three months if the inviting/employing company pays for the cost of travelling. 2. Salary slips + status of personal bank account for the last three months in letter from your bank, including the name and signature of the bank branch manager (original). 3. Income Tax return for at least 2 years (Proof of paid income tax). 		
10	<p>Overseas medical travel insurance valid for all Schengen countries for the whole duration of your stay with a minimum coverage of 30,000 Euros for all risks like accident, urgent medical attention, emergency hospital treatment and repatriation. For multiple entry visas, an additional declaration covering further journeys accordingly needs to be signed.</p>		
11	<p>1) : <i>“Important note: <u>Standard processing time is 15 days, from the date the application is received at the Embassy. If further checks or additional documents are required, processing time may increase up to 45 days.</u>”</i></p>		

12	<p><i>This is to certify that I _____ have checked the name and address on the sticker which is correct to the best of my knowledge, and I bear the responsibility for the courier address.</i></p> <p>Important Note:- This is applicable only for courier application.</p>		
	<p>Passport No.: -</p> <p>VFS Staff: -</p>		
	<p>Applicant Name: -</p>		