



BUSINESS VISA CHECKLIST

Use this checklist to gather all required documents for your application. Requirements may vary slightly by embassy/consulate, employer, or institution — your GM Overseas consultant will confirm the exact list for your specific case.

1. IDENTITY & PERSONAL DOCUMENTS

- Passport (original + photocopy of first & last pages)
Valid for at least 6 months beyond your planned departure date, with at least 2 blank pages
- Old/previous passports (if any)
Especially if they contain prior Schengen or other visas
- Visa application form
Duly filled and signed (we will assist in preparing this)
- Passport-size photographs
2 recent photos as per Schengen photo specifications (35mm x 45mm, white background)
- Aadhaar Card & PAN Card copies
For identity & address verification

2. BUSINESS / EMPLOYMENT PROOF

- Employment verification / NOC letter
On company letterhead, mentioning designation, salary, leave approval & purpose of travel
- Business registration documents (GST/Shop Act/CIN)
For self-employed applicants & business owners
- Company authorization letter
Confirming the traveller represents the company & trip is business-related
- Company bank statements (last 6 months)
For business owners, along with ITR of the business

3. FINANCIAL DOCUMENTS

- Bank statements (last 6 months)
Personal & savings account, showing healthy balance and stable transaction history
- Income Tax Returns (ITR) - last 2 years
Acknowledgement copies along with Form 16, if applicable
- Salary slips (last 3 months)
For salaried applicants travelling for business on behalf of their employer

OFFICE ADDRESS

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- Proof of fixed deposits / investments
Optional, but strengthens financial profile

4. INVITATION & BUSINESS PURPOSE DOCUMENTS

- Invitation letter from the European company / event organizer
Mentioning purpose of visit, duration & who bears the costs
- Conference / event registration confirmation
If attending a trade fair, exhibition, seminar, or conference
- Cover letter / Letter of Intent
Explaining the business purpose, itinerary & companies to be visited (we help draft this)
- Proof of business relationship
Previous correspondence, contracts, or invoices with the European company, if applicable

5. TRAVEL & ACCOMMODATION

- Confirmed round-trip flight reservation
Dummy ticket / reservation acceptable for visa filing
- Day-wise travel itinerary
Listing all countries & cities to be visited within the Schengen area
- Hotel booking confirmations
For the entire duration of stay, matching the itinerary
- Travel insurance
Minimum coverage of €30,000, valid across the Schengen zone for the full trip duration

IMPORTANT NOTES

- All documents not in English must be translated and notarized as per the destination country's requirements.
- Photocopies should be accompanied by originals for verification at the time of submission/appointment.
- If costs are being covered by the host company, a formal letter of financial sponsorship should be included.
- Keep at least 3-4 sets of photocopies of all documents for your records and embassy submission.
- Apply at least 4-6 weeks in advance of your planned travel date to allow sufficient processing time.

Travelling to Europe for business?

Our consultants will personally review every document, prepare your application file, and guide you through embassy appointments — start to finish.

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