



## WORK PERMIT & D-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 12 months, with at least 2 blank pages*
- Passport-size photographs  
*As per the destination country's visa photo specifications*
- Visa application form  
*Duly filled and signed (we will assist in preparing this)*
- Aadhaar Card & PAN Card copies  
*For identity & address verification*

### 2. EDUCATIONAL & PROFESSIONAL DOCUMENTS

- Educational certificates & degrees  
*Attested copies of all relevant qualifications*
- Professional certifications / licenses  
*Industry-specific certifications relevant to the job role*
- Resume / CV  
*Updated and formatted as per European standards*
- Work experience letters  
*From previous employers, confirming role, duration & responsibilities*
- Skills assessment / credential recognition  
*If required by the destination country for regulated professions*

### 3. EMPLOYMENT CONTRACT & EMPLOYER DOCUMENTS

- Signed employment contract / job offer letter  
*From the employer in Europe, with salary, job role & duration details*
- Work permit approval / labour market test result  
*Issued by the relevant labour authority, where applicable*
- Employer's company registration documents  
*Proof that the hiring company is legally registered in the destination country*

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- Invitation letter from employer  
*Confirming the job offer & supporting the visa application*

## 4. FINANCIAL DOCUMENTS

- Bank statements (last 6 months)  
*Showing financial stability and ability to support yourself initially*
- Income Tax Returns (ITR) - last 2 years  
*Acknowledgement copies along with Form 16, if applicable*
- Salary slips (last 3 months)  
*From current/most recent employer in India*
- Proof of accommodation costs / rental budget  
*As required by some countries to assess sufficiency of income*

## 5. VISA APPLICATION & TRAVEL DOCUMENTS

- Cover letter / Letter of Intent  
*Explaining purpose of relocation & intended duration of stay (we help draft this)*
- Police Clearance Certificate (PCC)  
*From local police authority / passport office, often mandatory for work visas*
- Medical certificate / health check report  
*As required by certain countries for long-stay work visas*
- Travel/health insurance & confirmed flight reservation  
*Insurance valid until local cover begins; dummy ticket acceptable for visa filing*
- Proof of accommodation  
*Rental agreement, employer-provided housing letter, or hotel booking for initial stay*

### IMPORTANT NOTES

- All documents not in English (or the destination country's language) must be translated and notarized as per requirements.
- Photocopies should be accompanied by originals for verification at the time of submission/appointment.
- Work permit processing times vary significantly by country and job sector — plan applications well in advance.
- Some countries require the employer to initiate the work permit process before the employee applies for the visa.
- Keep at least 3-4 sets of photocopies of all documents for your records and embassy submission.

### Planning to work in Europe?

GM Overseas assists with employer verification, work permit documentation, contract review, and complete D-Visa processing — so your relocation goes smoothly from offer to onboarding.

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