

CHECKLIST FOR SHORT STAY - BUSINESS VISA

		YES	NO
1.	Original plus Copy of Passport , (page 1-3, page 47/48) valid for six months at the time of lodging the application		
2.	One Application Form , with all column filled in and 2 Color Photos 3.5 x 4.5 attached (against white background)		
3.	Original Company Letter , from the Company mentioning name and designation of the applicant and that of signatory of managerial or executive level giving brief sketch of applicant itinerary, name and address of the company to be visited		
4.	If sponsor by company: Original Sponsorship Letter and Copy of Financial Evidence		
5.	Original of Invitation Letter , from French Company (in French Language)		
6.	Copy of Personal Financial Evidence for The Last 3 Months		
7.	Original plus Copy of Travel Insurance , medical + hospital + repatriation, evacuation cover (equivalent to 30,000 Euros)		
8.	Copy of Air Ticket or E-Ticket (Itinerary) and any other Schengen Country Air Ticket or E-Ticket (Itinerary)		
9.	Copy of Confirmed Hotel Reservation and any other Schengen Country Confirmed Hotel Reservation		

Note: DDTEFP is require for training more than 3 days

Contact of Applicant (Tel): _____ email: _____

Signature _____

OFFICIAL USE

Accepted by: _____

Comments, if any: