BUSINESS VISA

DOCUMENT CHECKLIST

Use this checklist to gather the documents commonly requested for your application. Exact requirements can vary by destination, authority and individual profile. EuroWay Mobility Solutions can help you prepare a personalised document plan.

1. IDENTITY & PERSONAL DOCUMENTS

☐ **Passport (original + photocopy of first & last pages)**	*Valid for at least 6 months beyond planned departure, 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; our team can assist with preparation*
☐ **Passport-size photographs**	*2 recent photos as per Schengen specifications (35mm x 45mm, white background)*
☐ **Aadhaar Card & PAN Card copies**	*For identity and address verification*

2. BUSINESS / EMPLOYMENT PROOF

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

3. FINANCIAL DOCUMENTS

☐ **Bank statements (last 6 months)**	*Personal/savings account showing 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*
☐ **Proof of fixed deposits / investments**	*Optional, but may strengthen the financial profile*

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General guidance only. Final requirements depend on the relevant authority, destination and applicant profile.

4. INVITATION & BUSINESS PURPOSE DOCUMENTS

Invitation letter from European company / event organizer	*Mentioning purpose, duration and who bears the costs*
Conference / event registration confirmation	*If attending a trade fair, exhibition, seminar or conference*
Cover letter / Letter of Intent	*Explaining business purpose, itinerary and companies to be visited*
Proof of business relationship	*Previous correspondence, contracts or invoices, if applicable*

5. TRAVEL & ACCOMMODATION

Confirmed round-trip flight reservation	*Reservation appropriate for visa filing*
Day-wise travel itinerary	*Listing countries and cities to be visited within the Schengen area*
Hotel booking confirmations	*For the full duration of stay, matching the itinerary*
Travel insurance	*Minimum EUR 30,000 coverage, valid across the Schengen area for the full trip*

IMPORTANT NOTES

- Documents not in English may need translation and/or notarisation according to destination-country requirements.
- Carry originals where the visa centre or authority requires verification.
- If the host company covers costs, include formal evidence of sponsorship.
- Keep copies of all submitted documents for your records.
- Apply well in advance; processing timelines are determined by the relevant authorities.

Travelling to Europe for business?

EuroWay Mobility Solutions can review your documents, help prepare the application file and guide you through the submission process.