WORK PERMIT

& D-VISA 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 12 months, with at least 2 blank pages*
☐ **Passport-size photographs**	*As per destination-country visa photo specifications*
☐ **Visa application form**	*Duly filled and signed; our team can assist with preparation*
☐ **Aadhaar Card & PAN Card copies**	*For identity and address verification*

2. EDUCATIONAL & PROFESSIONAL DOCUMENTS

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

3. EMPLOYMENT CONTRACT & EMPLOYER DOCUMENTS

☐ **Signed employment contract / job offer letter**	*From the European employer, with salary, job role and duration*
☐ **Work permit approval / labour market test result**	*Issued by the relevant authority where applicable*
☐ **Employer's company registration documents**	*Evidence the hiring company is legally registered*
☐ **Invitation letter from employer**	*Confirming the job offer and supporting the visa application*

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

4. FINANCIAL DOCUMENTS

Bank statements (last 6 months)	*Showing financial stability and initial support funds*
Income Tax Returns (ITR) - last 2 years	*Acknowledgement copies with Form 16, if applicable*
Salary slips (last 3 months)	*From current or most recent employer*
Proof of accommodation costs / rental budget	*Where required to assess financial sufficiency*

5. VISA APPLICATION & TRAVEL DOCUMENTS

Cover letter / Letter of Intent	*Explaining purpose of relocation and intended duration*
Police Clearance Certificate (PCC)	*Where required for the relevant work-visa route*
Medical certificate / health check report	*Where required by the destination country*
Travel/health insurance & flight reservation	*Insurance until local cover begins, as applicable*
Proof of accommodation	*Rental agreement, employer housing letter or initial hotel booking*

IMPORTANT NOTES

- Translation, legalisation and notarisation requirements vary by country.
- Carry originals where required for verification.
- Work-permit processing times vary by country, sector and authority.
- In some countries the employer must initiate the permit process before the employee applies for the visa.
- Keep digital and physical copies of all submitted documents.

Planning to work in Europe? EuroWay Mobility Solutions supports employer-document review, work-permit documentation, contract checks and national visa application preparation.