

EMPLOYMENT VISA

LIST OF DOCUMENTS REQUIRED FOR AN EMPLOYMENT VISA

- 1 Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 2 blank visa pages
- 2 Two photographs conforming to Indian Government norms as per specifications mentioned on our website
 - A Photo service complying to the Indian norms is available in our offices
- 3 An Indian Government Regular Visa application form duly filled in online and signed on pages 1 and 2 (online form link: <https://indianvisaonline.gov.in/visa/index.html>)
- 4 Declaration form : to be filled by all applicants submitting any application
- 5 A formal job offer letter
- 6 Photocopy of employment contract with full address of the Indian company, company stamp and signature, employee signature specifying, along with other working conditions, the following:
 - Workplace
 - Main address of the Indian company
 - Salary (should not be less than \$ 25 000 per annum) N.B. Minimum benchmark for salary is exempt in the following cases: ethnic cooks, Spanish language teachers, diplomatic mission employees
 - Confirmation of taxes that will be paid in India
 - Designation in the Indian Company
 - Contract period
- 7 The « Certificate of Incorporation » of the Indian company, PAN card or Registration Certificate of NGO
- 8 The applicant's Curriculum Vitae in English
- 9 The « Employment Visa Proforma » Form filled in English
- 10 Additional documents mentioned below as per your case

LIST OF ADDITIONAL DOCUMENTS

If the applicant is not holding a Spanish passport

- Registration Certificate from the concern City Council/Municipal (minimum period of stay in Spain is 2 years), with an issue date which should not exceed 180 days.
- Referral form duly filled in Capital Letters

If the applicant obtained Spanish nationality by naturalization and previously held Bangladeshi, Pakistani or Sri Lankan nationality

- Literal Birth certificate. (Certificación literal de nacimiento)
- Nationality certificate proving when Spanish nationality was obtained

If the applicant has previously been working in India for more than 6 months

- Registration Certificate from the FRRO (Form A)

If the applicant is going to work for an NGO

- Profile mentioning the activity of the NGO
- Letter of authorization from the competent authority in India to hire foreigners in the NGO as volunteer worker
- If you are going for an internship in an NGO, the original admission letter can replace the contract (this letter will have to be stamped and signed)

If the applicant has a contract as a model

- The contract must be stamped by the Indian Chamber of Commerce

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: _____

Signature: _____