

C-4-5 (Short term employment visa) Visa checklist

	Requirements	Remarks	Checklist
1	Passport	6 month validity	<input type="checkbox"/>
2	Copy of First & Last page of passport		<input type="checkbox"/>
3	One Photo	3.5x4.5cm, White background	<input type="checkbox"/>
4	Electronic visa application form		<input type="checkbox"/>
5	Covering letter	(Employed) On the company Letterhead/Original signature and company seal is compulsory (Unemployed) On Plain Paper /signature is compulsory	<input type="checkbox"/>
6	Invitation letter		<input type="checkbox"/>
7	Inviter's Business Registration		<input type="checkbox"/>
8	(Employed) Employment certificate	If it is computer-generated, it should be mentioned in the original covering letter issued by the employer	<input type="checkbox"/>
9	(Self-employed) Business Registration, GST certificate of applicant		<input type="checkbox"/>
10	(Unemployed) Self-assessment letter		<input type="checkbox"/>
11	A copy of service contract (Includes all parties' signatures and stamps)		<input type="checkbox"/>
12	Dispatch / Transfer order from Indian company		<input type="checkbox"/>
13	Purchase order (If any)		<input type="checkbox"/>
14	(Unemployed) Self-assessment letter		<input type="checkbox"/>
15	2 Yrs' income tax return	In the case of non-filing of ITR, the explanatory statement will be required	<input type="checkbox"/>
16	6 months' bank statement		<input type="checkbox"/>