

International Visa Service Europe GmbH
 Fritschestraße 61/62, 10627 Berlin.
 VISA APPLICATION CHECKLIST/DECLARATION

Name of Applicant

Visa Type Applied for

Passport No

Telephone No

E-Mail Address

		(Yes, No, N/A)
1.	TOURIST VISA	
1.1	Online Visa Application Form completely filled in and signed by the applicant.	
1.2	Original passport (with 2 blank pages) valid for more than 180 days at the time of application.	
1.3	2 recent photographs (5 x 5 cm, color, identical)	
1.4	Requisite Fees	
1.5	Copy of Passport (applicable only if applied at the Counter)	
1.6	The passports will be returned only through DHL. (Please see the Value added services section of the website or Copy www.ivs-germany.com/valueaddedservice.aspx)	
1.7	Additional Form and fees if stay in Germany is less than 1 Year	
2.	BUSINESS VISA	
2.1	Documents mentioned at 1.1 to 1.6	
2.2	Letter from the company in Germany mentioning the period and purpose of visit	
2.3	Invitation from the company in India stating the duration and purpose	
2.4	Certificate of Incorporation of the company in India.	
2.5	Additional Form and fees if stay in Germany is less than 2 Years.	
3.	EMPLOYMENT VISA (granted only to those who are resident in Germany for more than 2 years)	
3.1	Documents mentioned at 1.1 to 1.6	
3.2	Employment contract	
3.3	Proof of registration of the company in India	
3.4	Letter of undertaking by the Indian company taking responsibility of the code of conduct and repatriation of the employee	

3.5	Educational Certificates qualifying for the job.
4.	STUDENT VISA
4.1	Documents mentioned at 1.1 to 1.7
4.1	Admission Letter from University/Institute recognized by the Govt. of India.
4.2	Proof of sustainability in India or sponsorship declaration (with proof)
4.3	Copy of Student Identity Card or proof of registration as a student (in Germany).
5.	Student undergoing voluntary service with NGO. (Employment visa)
5.1	Documents mentioned at 1.1 to 1.7.
5.2	Letter from the organization (organizing the service) in Germany.
5.3	Letter from the organization in India where the applicant undergoes voluntary service, precisely stating the type of job and period.
5.4	Certificate of Registration of the organization in India.
5.5	Proof of sustainability in India or sponsorship declaration with proof.
5.6	Copy of Student Identity Card or proof of registration as a student in Germany.
6.	Student undergoing internship/training for paid /unpaid internship (Entry Visa)
6.1	Documents mentioned at 1.1 to 1.7
6.2	Letter from the Company in India stating the period and nature of job and whether paid by the company.
6.3	Certificate of Incorporation (proof of registration) of the Company in India.
6.4	Proof of sustainability in India or sponsorship declaration with proof
6.5	Copy of Student Identity Card or proof of registration as a student in Germany.
7.	Student undergoing INHOUSE training (Business Visa)
7.1	Documents mentioned at 1.1 to 1.7
7.2	Proof of sustainability in India or sponsorship declaration with proof
7.3	Letter from the subsidiary Company in India stating the period and nature of training.
7.4	Letter from the Company in Germany stating the period and nature of job.
7.5	Copy of Student Identity Card or proof of registration as a student in Germany.
8.	Student undergoing training under AISEC program (Business Visa) Student undergoing voluntary service under AISEC (Entry Visa)
8.1	Documents mentioned at 1.1 to 1.7
8.2	Letter from AISEC stating the selection of your candidature, place, period and nature of job.
8.3	Letter from the company/Organization stating the period and nature of training/service.
8.4	Certificate of Registration of the organization in India.
8.5	Proof of sustainability in India or sponsorship declaration with proof
8.6	Copy of Student Identity Card/proof of registration as a student.

9.	CONFERENCE VISA
9.1	Documents mentioned at 1.1 to 1.7
9.2	Letter of Invitation from India
9.3	Letter from the institution/org represented in Germany
9.4	A copy of the Event Clearance from the authorities in India.
10.	RESEARCH VISA
10.1	Documents mentioned at 1.1 to 1.7
10.2	Original Admission Letter from a recognized University
10.3	Evidence of financial resources
10.4	Submission of Subject along with the application
11.	TRANSIT VISA
11.1	Documents mentioned at 1.1 to 1.6
11.2	Confirmed air ticket for onward journey
12.	TRANSFER OF VISA (only long-term visa issued in Berlin)
12.1	Documents mentioned at 1.1 to 1.6
12.2	Passport containing the valid visa
13.	PROJECT VISA (granted to highly qualified technicians for projects in Steel & Power sector)
13.1	Documents mentioned at 1.1 to 1.7
13.2	Letter from the Indian company awarding the contract to the foreign company specifying Name and address of the foreign company, name of the project, location of the project, duration of the contract and number of workers likely to be send by the foreign company.
13.3	Certificate of Incorporation of the Indian company
13.4	Letter from the Indian company addressed to the Indian Embassy/Consulate explicitly guaranteeing the code of conduct of the foreign national and the responsibility in ensuring the abidance of the law of the country and the cost of his repatriation, if necessary.
13.5	Letter from the foreign Employer providing brief description of the project and job required to be performed in India
13.6	Proof of educational qualification/professional expertise (with English translation)

Note: Person holding passports of OR origin of Afghanistan, China, Iran, Iraq, Nigeria, Pakistan, Somalia, Sudan, Stateless are requested to contact us directly before application (to know the latest rules and regulations).

I do hereby declare that, I am fully aware that the above mentioned documents are mandatory for the grant of my visa and by not submitting the same will result in refusal/rejection of my application and the visa fee and the service fee will not be refunded. I also agree that, the process can take longer and am ready to keep my passport at the IVS center/EOI/CGI as required. I am ready to appear for an interview at the Embassy of India in Berlin / CGI Munich if required. I have read and do hereby agree to the terms and conditions of International Visa Service Europe GmbH.

(Place, Date and Signature of Applicant)