

**Embassy of Luxembourg
New Delhi
Request Documents for Business Visa**

S.No.	All documents should be on A4 sheet	YES	NO
1	Application form duly filled, dated and signed by the applicant.		
2	Two recent passport size photographs in colour on white background. One photo should be pasted (not stapled) on the form and the other photo to be given along with the application.		
3	National passport valid for at least 3 months beyond the date of return and with at least 2 blank pages available + 1 copy of the data page of the passport.		
4	Proof of accommodation (confirmed hotel booking).		
5	A copy of the confirmed return ticket to India or the confirmation of the reservation.		
6	Invitation letter from the inviting company in Luxembourg mentioning the purpose of the visit including the complete business program with planned visits and/or meetings to attend.		
7	Covering letter on a business letterhead (original) from the Indian company stating your position, the length of your service and the purpose of your visit.		
8	<p>Proof of sufficient financial means to cover all expenses during your stay such as:</p> <ul style="list-style-type: none"> • Letter from the inviting/employing company (original) + company bank statements, including the name and signature of the bank branch manager, of the last three months if the inviting/employing company pays for the cost of travelling. • Salary slips + status of personal bank account for the last three months in letter from your bank, including the name and signature of the bank branch manager(original) if the cost of travelling is paid by yourself. • Letter from your bank (original) stating credit limit on your credit card • Income Tax return for at least 2 years (Proof of paid income tax) 		
9	Overseas medical travel insurance valid for all Schengen countries for the whole duration of your stay with a minimum coverage of 30,000 Euros for all risks like accident, urgent medical attention, emergency hospital treatment and repatriation. For multiple entry visas, an additional declaration covering further journeys accordingly needs to be signed.		
	<p><u>Important notice:</u></p> <p>Please note that this is not an exhaustive list. You may be required to provide additional documents and/or to appear for a personal interview at the Embassy of Luxembourg.</p>		
	<p>Passport No.:-</p> <p>.....</p>	VFS Staff:-	