

# Business Visa Checklist

- ☐ Step 1: Determine the type of business visa required.
- ☐ Step 2: Gather all required documents (see Documents Checklist below).
- ☐ Step 3: Complete the visa application form online or at the consulate.
- ☐ Step 4: Pay the visa application fee.
- ☐ Step 5: Schedule and attend a visa interview (if required).
- ☐ Step 6: Submit biometric information (if required).
- ☐ Step 7: Await visa processing and approval.
- ☐ Step 8: Prepare for your studies abroad once the visa is approved.



# Documents

## ☐ Passport:

- Must be valid for at least six months beyond your intended stay.

## ☐ Visa Application Form:

- Complete and sign the form.

## ☐ Photograph:

- Recent passport-sized photos (usually 2x2 inches).

## ☐ Conference/Event Details:

- Registration or invitation to any business conferences or events.

## Health Insurance:

- Proof of health insurance coverage for the duration of your stay.

## Additional Documents:

- Any country-specific requirements such as police clearance certificates or medical exams.

## ☐ Financial Proof:

- Bank statements for the past 3-6 months.
- Company financial statements if applicable.

## ☐ Invitation Letter:

- Official invitation letter from the business contact in the destination country.
- Include details of the business purpose, duration of stay, and contact information.

## ☐ Proof of Employment:

- Letter from your current employer stating your position, salary, and purpose of the business trip.
- Proof of ongoing employment and intention to return.

## ☐ Travel Itinerary:

- Details of your travel plans, including flight bookings and accommodation.



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