

Business Visa (C/A) Application File Content

Please arrange the documents for submission in the order given below

Checklist		Yes	No
Name of the Travel Agency:		Passport Number:	
1	Passport valid at least 3 months beyond intended period of stay with at least (two) blank pages (photocopy of data pages, observation pages, valid Schengen, US, UK, Canada visas, last Romanian visa);	2	
2	2 (two) recent/up-to-date colour photos (passport type, on a white background)		
3	Authorization Letter (see template on the Embassy's web-site)		
4	Dully filled in Visa Application Form (filled on line with all supporting documents uploaded);		
5	Company Support Letter for visa (see template on the Embassy's web-site)		
6	No Objection Certificate/NOC from all the Partners of the company		
7	Fair Participation Documents: Invitation; Pass/Entry Ticket /Exhibitor Pass; Invoice of the Stall/Stand Confirmation; Stand Plan; Transaction details/ Stand Payment;		
8	Declaration (company small contributor to Romanian GDP) through IGI/General Inspectorate for Immigration, in original; Letter of Guarantee (see template on the Romanian MFA web-site) and invitation from (company medium or large contributors to Romanian GDP) registered at National Centre for Visa/MFA and proofs of trade relations or for work purposes.		
9	Booking of a two-way flight ticket to/from Romania (Full Air Travel Itinerary)		
10	Proof of accommodation (voucher/pre-paid accommodation or Hotel booking)		
11	Medical/Travel Insurance valid in Romania covering one day beyond the intended period of stay and having a coverage amount of 30,000 Euro;		
12	Personal Financial (proof of financial means in amount of EUR 50/day for the entire period, but not less than EUR 500 or the equivalent in convertible currency): Personal Bank Statements with the address (6 months) or Foreign exchange invoice; Salary Slips; Income Tax Return (3 years);		
2	ID (AADHAAR card/Birth Certificate) card copy		
14	Photocopy of Passport data pages, observation pages, valid Schengen, US, UK, Canada visas, last Romanian visa;		
15	Waiver Declaration		
15	Visa fee is the equivalent in INR of 60 EUR.		
Other Remarks:			
<p>Declaration</p> <p>I have been informed that an application without a complete set of documentation according to the above mentioned check-list, may result in a rejection of my Visa Application. Besides, the Consular Section of the Romanian Embassy reserves the right to ask for additional documents. I understand that even the submission of a complete set of supporting documents does not guarantee the issuance of visa. I acknowledge that the Consular Section of the Romanian Embassy reserves the right to ask for my personal appearance for a visa interview.</p>			
<hr/> Place / Date		<hr/> Applicant's Signature	
<hr/> Agent's Name			

Documents (declaration, Company Support Letter, vouchers etc.), should be submitted in original, duly signed and stamped, alongside with a copy