

Schengen Business Visa – Document Checklist

The business visa follows the same short-stay rules as tourist visas (up to 90 days in 180) but requires an invitation from the company you are visiting and a covering letter from your Indian employer. Frequent business travellers can often get multiple-entry visas.

Last reviewed: October 2026

Tick each box as you put the document in your file. **Required** = asked for in the official instructions. **Supporting** = carry if it applies to you; the officer may ask for it.

Mandatory documents

☐	Passport Issued within 10 years, valid 3+ months after return, 2 blank pages.	REQUIRED
☐	Signed visa application form	REQUIRED
☐	Two photographs 35 x 45 mm	REQUIRED
☐	Travel insurance (€30,000+)	REQUIRED
☐	Flight reservation	REQUIRED
☐	Hotel bookings Unless the host company provides accommodation (state this in their letter).	REQUIRED

Business documents

☐	Invitation letter from the European company Purpose, dates, your name and passport number, who covers costs. Original or scanned signed copy.	REQUIRED
☐	Covering letter from Indian employer Your role, purpose of trip, dates, and confirmation the company pays expenses.	REQUIRED
☐	Company registration & GST certificate Of your Indian company.	REQUIRED
☐	Company bank statements – last 3 to 6 months If the company bears travel costs.	REQUIRED
☐	Trade-fair / conference registration If applicable.	SUPPORTING
☐	Proof of previous business dealings Invoices, emails, contracts with the European partner.	SUPPORTING

Personal financial documents

☐	Personal bank statements – last 3 months	REQUIRED
☐	Income Tax Returns – last 3 years	REQUIRED
☐	Salary slips – last 3 months	REQUIRED

Tips before you submit

- The invitation letter and employer covering letter must state the same dates and purpose.
- Ask your host company to mention who pays for accommodation.
- Frequent travellers: request a multiple-entry visa and attach previous travel proof.

Need an earlier appointment date? Get instant Telegram slot alerts and appointment help at www.earlyvisaslots.in