

**EMPLOYMENT VISA  
LIST OF REQUIRED DOCUMENTS**

**Original passport valid for a minimum of 6 months and having at least 3 blank visa pages.**

**A photocopy of the data page of the passport.**

**Two passport size photographs (5X5 cm).**

Photos should be glued to the form

**An Indian Government visa application form duly filled in online.**

The application form for **Regular/Paper visa** can be found on the official website  
**[www.indianvisaonline.gov.in](http://www.indianvisaonline.gov.in)**

**LIST OF ADDITIONAL DOCUMENTS**

The original employment contract of the applicant (in English). This should be stamped and signed by the Indian company (this document will be retained at the Embassy).

The contract should show a minimum salary of 16.25 lakhs per annum

Minimum benchmark for salary is exempt in the cases of ethnic cooks (only those employed by Foreign Missions), French language teachers, diplomatic mission employees.

For NGOs-Honorarium upto a ceiling of Rs.10,000/- per month is applicable/eligible

For persons of Indian origin and spouse/children of Indian citizen/OCI card holder (other than those who are registered as OCI card holder) must draw a minimum salary of Rs.3.60 Lakh per annum.

The 'Certificate of incorporation' of the Indian company or 'Registration Certificate' of the NGO.

An undertaking written on the company letterhead (in English) from the Indian company stating that no Indian national has the skills/expertise required nor is eligible for the job that you are being hired for. This letter will have to be in original, stamped and signed.

Undertaking written on the company letterhead (in English) as per the standard model 'Income tax payment undertaking' in original, stamped and signed. Your salary must be mentioned in this document.

The applicant's CV (in English).

Photocopies of diplomas or professional certificates justifying the applicants expertise in the proposed field of work in Portuguese or in English. All foreign diplomas will need to be translated to English. If you are teaching Portuguese, a diploma confirming that you have the qualifications to teach is necessary.

**If the applicant is of Indian origin (born Indian) and has held an Indian passport in the past (one of the documents mentioned below to be attached with the application form)**

A copy of their "Surrender Certificate"

A copy of their cancelled Indian passport

**If the applicant is holding a non-Portuguese Passport**

Copy of Permanent Residence Permit (Título de Residência)

**If the applicant is holding Bangladeshi Passport**

Copy of Permanent Residence Permit (Título de Residência)  
Copy of bank statement for the last 3 months.