



Embassy of Hungary
New Delhi



Hungarian Visa Application Centre
of
VFS Joint Visa Application Centre

BUSINESS CHECKLIST		YES	NO
1	Application Form duly filled in and signed by the applicant.		
2	Two recent passport size photographs in color with white background (3.5cm by 4.5cm).		
3	Passport/Travel document must have a validity of at least 3 months after the intended stay. Have a validity of at least 3 months after the intended stay. Have been issued within the previous 10 years and the validity must not exceed 10 years and have 2 blank pages.		
4	Letter of invitation from the Hungarian business partner duly signed and stamped by an authorized person of the business entity. Please be advised that letter of invitation has to be issued in Hungarian language. English language letter is not accepted in this case.*		
5	Providing evidence of the actual business relations in Hungary by a letter of reference from the regional branches of the Hungarian Chamber of Commerce and Industry or the Hungarian Chamber of Agriculture. Please be advised that letter of reference has to be issued in Hungarian language. English language letter is not accepted in this case.		
6	Pre- arranged accommodation. Reservation of accommodation is accepted provided that you paid a deposit or have to pay a cancellation fee. Please note that proof of prearranged accommodation has to be presented even if it is arranged or covered by the Hungarian business partner.		
7	Salary slip of the last three months from the employer*		
8	Income tax returns of the last 3 years.		
9	Original bank account statement of the applicant of the last three months *		
10	Certificate of registration in the case of the self-employed.		
11	Travel Itinerary with travel dates, including a return flight reservation or ticket.		
12	Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency, evacuate of arrival and departure.		

NOTE: *The Embassy reserves the right to request further documentation. Original Documents must be presented during the personal interview with the visa officer.*

Contact of applicant (Tel): _____

Email: _____

Signature : _____ (Applicant/Representative/Agent)

Location: _____

SO Name: _____

Date: _____

<ul style="list-style-type: none"> • Personal pension bank statement for the last 3 months. 	<input type="checkbox"/>
<ul style="list-style-type: none"> o If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc...) after leaving the Schengen Area, the visa of the next country has to be obtained first. 	<input type="checkbox"/>
<ul style="list-style-type: none"> o Clear photocopies of valid UK, USA, or CAN visas (if any). o Photocopies of the 1st page (bio data) and last page of the passport. 	<input type="checkbox"/>
<ul style="list-style-type: none"> o If you have been refused a visa by an Embassy or High Commission in the last 2 years, please provide the Refusal Notice or a written explanation about the reasons of refusal. 	<input type="checkbox"/>
<ul style="list-style-type: none"> o Visa fee : <ul style="list-style-type: none"> • Adults: EUR 80.00 	<input type="checkbox"/>

Please note:

- the required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted).
- only the required documents mentioned on the checklist are accepted.
- the Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview.

Accompanying spouses and children of business travelers are kindly requested to submit the documents as per the respective checklist (e.g. tourist or visitor).