

HUNGARY CONFERENCE VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages.
	* Passport should have been issued within last 10 years
	* Original old passport booklets if any
Photographs	* 3 photographs each
	* White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, Embassy of Hungary, New Delhi
	* The Covering Letter should brief the purpose of travel and business relation with the Hungarian business partner.
	* Cover letter from the applicant's employer
	* Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 3 months personal and company's bank statements with the seal and signature from the bank
	* Bank statements should be of relevant and active accounts which shows the proof of funds and income
	* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Sarl) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any
	* Day wise itinerary
Purpose of Travel / Accommodation	* Letter of invitation or confirmation of registration including reference to the receipt of registration fee issued by the host organization duly signed and stamped by an authorized person. Letter of invitation has to be issued in Hungarian language. English language letter is not accepted .
	* Covering letter from employer giving applicant's full details, duration and purpose of stay. Letter has to mention the nature of expenses being covered also.
	* Hotel vouchers or other accommodation proof.
Supporting Credentials	Businessmen:
	* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed
	* NOC from other partners or Directors in case of partnership
	* A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional)
	Employees:
	* Leave sanction letter from the company (from the Government body in case of Government employees / public servants)
	* Last 3 months Salary Statements (only for Private firms)
	* Company ID card (optional)
	* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)
	Students:
	Leave sanction letter from the educational institution (for travel during working days)
	Bonafide Certificate from the educational institution (for travel during vacations)
	* School/ College ID card (optional)
	Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):
	* Marriage Certificate (Original)
	* Wedding Invitation card / Photographs (in case the marriage certificate is not ready)
	Children travelling and unaccompanied by both the parents / either parent
	* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/ either of them unaccompany
	* Passport copies / copy of both / either of the parents
	Travellers unaccompanied by spouses/partners
	* A notary attested NOC on a stamp paper from the unaccompanied spouse
	* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.
	If the applicant is sponsored
	* Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination)
	* Pension statements for the last three months
	* Proof of regular income generated by ownership of property or business
	Additional supporting documents if available
	* FD Receipts from banks
	* Public shares / debentures certificate
	* Asset evaluation report from a CA
Travel Insurance	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.
	* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed
	* BPVS offers Visa Facilitation services to our customers against a Service Fee
	* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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