

ROMANIA BUSINESS VISA

Documents	Particulars
Passports	* The Applicant should have a passport valid for at least 6 months from the date of application.
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
Visa Forms	*Online filled application forms with signatures * Signatures for children (below 18 years) to have both parents's signatures along
Covering Letter	* A covering letter from the Applicant addressing The Visa Officer, Embassy of Romania * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 6 months personal and company's bank statements with the seal and signature from the bank. Bank statements should show funds of maintenance of EUR 50 / day for the whole period but not less than EUR 500 or the equivalent in convertible currency * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred) *Credit Card statements for the last 6 months showing credit limit.
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
Purpose of Travel / Accommodation	* Invitation Letter approved by the General Inspectorate for Immigration – Ministry of Internal Affairs (IGI-MAI). *If the foreign citizen is invited to Romania by a company that is on the ANAF (National Authority of Fiscal Administration) lists as a large or medium contributor to the state budget, he will present a Letter of Guarantee (model) from the company, addressed to the National Visa Center / MFA and registered at the Romanian Ministry of Foreign Affairs, Consular Department, address: Bucharest, Sector 1, Aleea Alexandru 24. * An original invitation from a commercial company or public authority to attend meetings, conferences, fairs or congresses related to trade or industry, showing that the company or public authority concerned will provide the costs of removal in the case where the alien invited does not leave Romania until the date of expiry of the right of residence established by the visa or other documents proving the purpose of the trip. *Voucher or firm reservation to a tourist accommodation unit and travel itinerary if the company does not provide accommodation; * 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 incase of partnership Employees: * Leave sanction letter from the company (from the Government body incase 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 (incase 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. Additional supporting documents if available * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Travel Insurance	* Travel and Medical insurance valid one day longer than the period of stay covering the equivalent of 50,000 euros
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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