

# Employment Visa Checklist

**\*\* Applicants are requested to submit and upload ALL the documents even if it is optional choices \*\***

## Section A: Standard Documents

### □ Verification of your Employment

- All documents from (a) to (f) are those issued by an Indian company. All documents must have official company letterhead and include the signature of the issuer & company stamp seal. (Original documents issued within 1 month. **Printed copy is NOT allowed**)

#### (a) **Employment Contract (Original)**

which MUST include

- Applicant's full name as on passport
- Company's letter head on every page(name of company, address, contact number...)
- Issuing date (Issued within **1 month** of application date)
- Duration of employment (Exact start and end dates required)
- Salary and Income tax in India: A foreign national being sponsored for Employment Visa in any sector should draw a salary in excess of Rs.16.25 lakhs per annum  
\*exceptions : Ethnic Cooks, Language teachers (exception: English teacher), Voluntary workers(going to India for honorary work eg.,NGO)
- The salary must be stated as Rs (INR) (USD, KRW cannot be accepted)
- **Specify the amount of tax on salary and must be included the content of paying taxes in accordance with the Indian tax law**
- Benefits : Accommodation and other allowances(such as car, insurance..) should be indicated.
- Applicant's designation
- India company name and applicant's place of work (Detailed address of the company on the contract body)
- Company nameplate and issuer's signature and applicant's signature
- (Printed copy is **NOT** allowed. **ONLY Original**.)

#### (b) **A certificate of non-eligibility of Indian nationals**

- a certificate from the India company mentioning that there is no eligible Indian nationals for the job

#### (c) **A certificate mentioning the number of Indian and Korean employees in the company**

- Number of Indian & Korean(or non-Indian) nationality employee including total number of employees.

#### (d) **Undertaking Letter issued by India company**

- From the India Company for taking full responsibility for the applicant's activities and conduct during their stay in India.

#### (e) **Salary Components** - includes basic salary, monthly allowances (house rent, transport allowance, etc.)

#### (f) **Dispatch order (Original)** (If you transfer from Korea to India company)

- Issued by Korean company in case of Intra-Company transferee
- Letterhead, India company name with detailed address, duration of employment, applicant's full names on passport, company's nameplate, stamp, and issuer's signature.
- Relationship between Indian company and Korean company must be clearly defined (ex. Indian company A is a subsidiary of Korean company B)

#### (g) **English CV ( Curriculum Vitae )**

- Detailed of your biography
- Years and months are required for both work history and education

#### (h) **Indian company's Registration Certificate**

#### (i) **Certificate of your final education**

### \* Please Note

- New visa regulations (since Jan 2022)

All applicants should upload all the necessary documents (PDF) on the India-government Website

(<https://indianvisaonline.gov.in>)

\* This Checklist is not exhaustive and does not guarantee a visa. The India visa application center or its Consulates reserve the right to ask for additional documents if required. Furthermore, you should upload and submit all the necessary documents.  
Please understanding The India visa application center could not provide accurate guidelines for any type of visa.

## Section B: Important Reminders

Please note **the validity of the visa begins from the date of issue** (NOT from the date of arrival in India)

Visa fees and other service fees cannot be refunded once your application is submitted.