

Checklist for Short-stay – BUSINESS VISA

		YES	NO
1	Application form : ♦ Fully completed in English or French, signed and dated by the applicant.		
2	Two passport photographs : Requirement : ♦ Frontal view of the head, recent, lifelike. ♦ In color with a uniform and light-colored background. ♦ Clear facial features and eyes – not covered by hair or frame of glasses. ♦ Head coverings are accepted for religious reasons. (See illustrated guide for photo for French visa)		
3	Passport : ♦ Validity of at least 90 days from the date of expiry of the requested visa (and issued less than 10 years ago) . ♦ UAE residence visa valid at least 90 days from the date of expiry of the requested visa. ♦ At least two free pages. ♦ 2 copies of personal data pages of the passport, Previous Schengen/ UK / US visas and UAE residence visa.		
4	Covering letter from the local employer mentioning name and designation of the applicant and that of the signatory of managerial or executive level, purpose of travel, position, monthly salary and begin date of employment in the UAE, name and address of the company to be visited.		
5	If the company will take care of all expenses and will take full responsibilities for the trip it must give a written guarantee confirming these conditions. If not applicant must present copy of last six months personal bank statements .		
6	Copy of the valid Trade License of the company.		
7	Copy of Overseas Medical Insurance policy + Repatriation, evacuation cover (minimum coverage equivalent to €30,000) valid for all Schengen countries.		
8	Copy of Air Ticket or PNR (Booking printout)		
9	Confirmed Hotel booking (with hotel letterhead, full address, telephone/fax numbers).		
10	Copy of invitation letter from a French company.		

Nationals of Afghanistan, Algeria, Bangladesh, Bahrain, Colombia, Democratic Republic of Congo, North Korea, Egypt, Indonesia, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Nigeria, Oman, Pakistan, Palestine, Philippines, Rwanda, Saudi Arabia, Somalia, Sudan, Suriname, Syria, U.A.E., Yemen and Zimbabwe **must complete and hand in two application forms.**

Remarks:

Declaration

I have been informed that an application with out a complete set of documentation according to the above mentioned checklist may result in a rejection of my visa application. Besides, the consulate general of France reserves the right to ask for an additional supporting document does not guarantee the issue of visa.

Date

Applicants Signature

VFS Officer