

INDIA-LATVIA BUSINESS CONFERENCE

RIGA, 24-25 MAY 2017

SUGGESTED LIST OF DOCUMENTS REQUIRED FOR SCHENGEN VISA

Main Documents		Details
1	Passport	Passport with a period of validity extending at least three month after the intended date of departure from Latvia or other Member State, containing at least two blank pages, and issued within the previous ten years. Copies of the identification pages and the pages that contain information about previously issued visas.
2	Visa application form	Visa application form completed online, printed and signed by the applicant.
3	Two colour photos	A photo (size 35mm x 45 mm) must be taken in last 6 month and it should be on white background.
4	Travel medical insurance policy	Travel medical insurance valid for the whole Schengen area and covering the entire period of the intended visit in the Schengen area and additional 15 days - "the period of grace" . The minimum coverage of 30,000 EUR including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as repatriation in the event of death. Medical insurance policy can be obtained in applicant's country of residence, or in any other country, or taken out by the inviting person. It is important that the insurance meets all the above requirements.
5	Visa fee 4500 INR	Payable in CASH.
Supporting Documents		
1	Invitation	Invitation approved by the Office of Citizenship and Migration Affairs, see link < http://www.pmlp.gov.lv/ >. The invitation should be dated not later than 6 month prior to the application date.
2	Round trip tickets	The flight tickets must be bought and confirmed by the airway company.
3	Proof of accommodation	Hotel booking and proof of sufficient means to pay for the accommodation. Hotel booking is not required if the accommodation is included in the Invitation.
4	Proof of sufficient financial means	Original private bank account statement showing the movements during the last three months, duly stamped and signed by the bank; Indian income tax return acknowledgment for the last two assessment years
5	If the applicant is employed	Original private bank account statement showing the movements during the last three months, duly stamped and signed by the bank; Indian income tax return acknowledgment for the last two assessment years;
6	If the applicant is a company owner or self-employed	certificate of registration of the company
7	If the applicant is sponsored	proof of sponsorship and/or information on the Invitation;
8	If the applicant is retired	pension statements for the last three month; proof of regular income generated by ownership of property or business.
9	Journeys undertaken for the purpose of Business	Invitation from the inviting company or organisation; Cover letter from the applicant's employer. Both letters must as a minimum confirm: 1. The applicant's identity, 2. The purpose of the journey (meetings, conferences, training or business related events); 3. The period and place of intended stay.

For detailed information, please visit:

<http://www.mfa.gov.lv/en/newdelhi/visas/documents-required-for-schengen-visa>

VFS APPLICATION CENTRES IN INDIA TO APPLY FOR SCHENGEN VISA FOR LATVIA

1	New Delhi: Latvia Visa Application Centre, Shivaji Stadium Metro Station, Mezzanine Level, Baba Kharak Singh Marg, Connaught Place, New Delhi- 110001
2	Goa: Gera Imperium 1, 3rd Floor, Office No. 301, Patto Plaza, Panjim, Goa 403001, India
3	MUMBAI: Latvia Visa Application Centre, Trade Centre, Ground Floor, “G” Block, Regus offices, Bandra Kurla Complex, Bandra (East), Mumbai-400051
4	Chandigarh: VFS Global Services Pvt. Ltd, B-209, 2nd Floor, Elante, Industrial Area Phase 1, Chandigarh, India - 160002
5	Jalandhar: VFS Global Services Pvt. Ltd, 3rd floor, Aman Plaza, Plot No 310, Lajpat Nagar, Mahavir Marg, Nakodar Chowk, (opposite to lovely autos), Jalandhar, Punjab - 144001
6	Chennai: VFS Global Services Pvt. Ltd, Fagun Towers, Third Floor, No 74, Ethiraj Salai, Egmore, Chennai - 600 008
7	Puducherry: VFS Global Services Pvt. Ltd, No: 32, Eswaran Kovil Street, Puducherry – 605001
8	Kochi: 1st Floor Coastal Chambers (Manoj Tower), M G Road Ravipuram Cochin 682015 Kerala
9	Bengaluru: VFS Global Services Pvt. Ltd, Global Tech Park, No 11 First Floor O’ Shaughnessy Road, Langford Town, Bangalore 560025
10	Kolkata: VFS Global Services Pvt. Ltd; Rene Tower, Building No. 1842, Rajdanga Main Road, Rajdanga, Landmark: Near Geetanjali Stadium Kolkata, 700107, India
11	Hyderabad: VFS Global Services Pvt. Ltd, 8-2-700, 3rd Floor, Srida Anushka Pride, Road No. 12, Banjara Hills, Hyderabad – 500034
12	Ahmedabad: First Floor, Emerald House, Near Parimal Garden Cross Road– Off C G Road, Ahmedabad - 380006
13	Pune: Latvia Visa Application Centre, 4th Floor, D wing Marvel Edge, Viman nagar, Pune 411014
14	Trivandrum: VFS Global Services Pvt. Ltd , First Floor - Asiatic Business Centre, T c 2/2408-3, Attipra Village, Kazhakuttam, Trivandrum-695583

For more details, please visit:

<http://www.vfsglobal.com/Latvia/India/contact-us.html>