

Checklist for Employment Visa

Note : Take a printout of this checklist form and tick the documents enclosed in your application,
put your name, signature and date at the bottom

- Duly filled up online application form with signature of the applicant ☐
www.indianvisaonline.gov.in/visa
- 2 recent Passport size photos (51mm x 51mm) not older than Three months, no uniform, with white background, DARK DRESS and frontal view. Eyebrows should be visible. Ears, forehead chin to be completely visible. In case of locals wearing qandoura the background should be in light blue. Clarity of the photo is very important – Edited, blurred or unclear photos should not be accepted. ☐
- Valid Passport in original with clear photocopy. Old passport needs to be carried, in case the valid Oman Resident visa on it along with the photocopy. ☐
- Self-attested photocopy of Proof of Current address in Oman of the applicant. ☐

Additional Documents Required

- Proof of educational qualifications ☐
- Original copy of Employment Contract between Indian Employer and applicant. Contract is to be signed by both parties on each page. Salary/ remuneration paid in India and in Indian Currency only (more than INR.16.25 lacs per annum) ☐
- Letter from his previous Oman company if applicable ☐
- The employing company/ organization should be registered in India and a copy of such registration should be submitted. ☐
- There shall be a separate letter by the Indian employer, listing all payments made to the employee outside India by parent/ subsidiary/sister entity or otherwise, including social security, pension and any other contributions in Oman or elsewhere to the nearest approximate value in original currency as well as Indian Rupees. The employer shall state in this letter that all such income shall be disclosed in the income tax return in India for the employee ☐
- Duly filled and signed APPENDIX-V by the Indian Employer. ☐
- An undertaking from the Indian Employer that the requisite expertise are not available in India. ☐

- Certificate of Incorporation of the Indian company/employer. ☐

For intra company transferees

- Proof of educational qualifications. ☐
- A photocopy of the Employment Contract with Oman employer (signed on each page). ☐
- Invitation letter from an Indian company contains the annual remunerations and perquisite to be paid to the applicant, detailing payments outside India, including social security and pension, and confirming income disclosure in Indian tax returns. ☐
- Duly filled and signed APPENDIX-V by the Indian Employer. ☐
- An undertaking from the Indian Employer that the requisite expertise are not available in India. ☐
- Certificate of Incorporation of the Indian company/employer. ☐

For employment in NGOs;

- Copy of the contract Invitation letter from an Indian NGO/Society/Trust etc. on its latter-head containing on its full details funding source, activities, key persons, and address along with the details of the applicant, Remuneration to be paid to the applicant and nature of duties to be assigned to the applicant. ☐
- Supporting letter from the sending organization/Institution in Oman (if applicable). ☐
- Registration Certificate of the Indian NGO/Society/Trust etc. issued by the concerned government authority. ☐
- Copy of valid FCRA certificate of the Indian NGO. ☐

For Dependents:

- In case of children: Copy of Birth Certificate of the applicant, passport copies of the parents and Consent letter signed by both parents or custody document of a local court (if applicable). ☐
- In case of spouse: Copy of the Marriage Certificate and spouse passport copy. ☐

Note: If any additional documents are required based on the application, the applicant must provide them.

Name :

Signature :

Date :