

Document Checklist for Work Visa Submission

Dear [Applicant's Name],

Thank you for your application for a work visa. To ensure a smooth processing of your application, please find below the required documents that you must submit:

- Completed Visa Application Form
- Valid Passport (with at least 6 months validity)
- Passport-sized Photographs (2 copies)
- Employment Offer Letter from [Company Name]
- Proof of Qualifications and Work Experience
- Current Resume/CV
- Health Insurance Certificate
- Proof of Financial Means
- Background Check Certificate
- Any additional documents as specified in the correspondence from the embassy

Please ensure all documents are translated into [Official Language] if necessary, and provide copies as required.

If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Embassy Name]

[Embassy Address]

[Embassy Contact Information]