

UKRAINE REQUIREMENTS

- Valid passport with at least 6 month validity from the date of travel. (Passports with observations regarding the front data page will not be accepted)
- Form
- Photo (size 35mm x 45mm, 70 TO 80 % face with white background)
- Covering letter on the Business letterhead add to Embassy of Switzerland, New Delhi." in details with Name, Passport No. Travelling dates & expense clause.
- Business registration certificate / Partnership Deed / Proof of proprietorship, or other proof of ownership
- Return Ticket
- Overseas medical insurance policy as per ticket
- Day to day tour itinerary is mandatory hotel conformation with the name of hotel address and telephone no of hotel n pax check in and checkout dates
- Receipt of paid package tour
- 6 months bank statements Personal + company till date, with sufficient balance. With Original bank stamp, sign Must
- Last 3 Years Tax Papers personal + company
- If applicant is employed then Original Leave Certificate If working then below mention documents is must.
- Original leave sanction with travelling dates & signing authorities name & designation.
- Salary slip last 3 months.
- If student then bonafide certificate or School ID with school address

BUSINESS Visa Requirements for UKRAINE

- Original Valid passport with at least 6 month validity from the date of travel.
- 1 Form TO BE FILLED ONLINE
- 2 Photograph (Fresh ones i.e. NOT used earlier for any visa) (Recent passport size color Photograph (Fresh ones i.e. NOT used earlier for any visa)).
- Covering letter addressed to The Visa Officer, Embassy Of Ukraine on company s letterhead with company stamp/seal and also mentioning complete address of the Invitee.
- Travel Itinerary (Ticket)
- ORIGINAL Invitation letter from legal person registered in Ukraine, presented on the official letter head, containing indication of the number assigned in the United State Registry of legal entities, individual entrepreneurs and citizens association, registration number, date and signature, full name of the invited person, information about his/her date and place of birth, nationality ,passport details, place of residence, purpose of visit, duration of intended visa to Ukraine, number of entries and place of stay in Ukraine, legal person`s obligations towards possible costs related to the invited person`s stay or departure from Ukraine
 - Registration Certificate of Ukrainian Company (Without this, Visa will not be processed).
 - Original Personal Bank Statement with Bank Seal and Signature (3 months) with minimum balance around 2-2.5 Lakh.
 - Authority Letter leaving BLANK SPACE FOR NAME of the person authorised to submit and collect visa on applicant s behalf.
 - Prior Appointment, FOR SUBMISSION OF APPLICATIONS, to be taken by agent after submitting first and last page of passport copy and the Original Invitation Letter.
 - Travel Insurance

Visa Fee

Single Entry Normal Visa Fees - Rs.6,290/-

Single Entry Urgent Visa Fees - Rs.12580/-

Multiple Entry Normal Visa Fees - Rs 9,620/-

Multiple Entry Urgent Visa Fees - Rs 19,240/-

Rs.2,930/- as VFS Charges+ Courier Charge Rs.450+ Our Service Charge 2500+ GST

Processing Time

Normal Processing -between 10-30 calendar days. If the case is referred, it may extend as well

Urgent Processing -around 10- 15 WORKING days