

LIST OF DOCUMENTS REQUIRED FOR AN EMPLOYMENT/WORK VISA

1. Visa application form duly filled on line and signed. Your form should be signed in the box under the photograph on page 1 and at the end of page 2 Your signatures should match with the signature printed on your passport. Please see the [General Instructions](#) Page for the link to the website.
2. Original passport valid for a minimum of 6 months. Passport has to be sent/brought along with the application.
3. A photocopy of the passport page with personal particulars. Self-attested.
4. Two recent photographs of the size of 2-inch x 2-inch with light background. Photos should be glued on your forms. Same photograph should be uploaded. **Guidelines for photograph are there on the [General Instructions](#) page.**
5. Purpose Letter
6. Copy of the Chilean RUT. Self-attested.
7. Letter from the Indian Company Explaining the Scope of the Job. This letter outlines the proposal in detail, providing a thorough justification for the hiring of foreign personnel. It includes the following key information:
 - The number of Indian nationals currently employed by the organization.
 - The number of foreign nationals employed.
 - The salaries being paid to both Indian and foreign nationals.
 - Details on export earnings over the past 2-3 years, where applicable.
 - A concrete action plan to gradually replace foreign personnel with Indian personnel over a specified time period.
 - An undertaking written on the company letterhead (in English) from the Indian company stating that no Indian national has the skills/expertise required nor is eligible for the job that the concerned foreign national is being hired for.
8. The 'Certificate of incorporation 'of the Indian company or 'Registration Certificate 'of the NGO.

9. Persons of Indian origin and spouse/ children of an Indian citizen/ Person of Indian Origin/ OCI cardholder (other than those who are registered as OCI cardholder) must draw a minimum salary of Rs.3.60 lakhs per annum for being eligible for taking up employment.
10. In case of foreign nationals coming on Employment/Work visa for a period of less than one year, the minimum salary requirement will be worked out on pro-rata basis based on the annual limit of Rs.16.25 lakhs / Rs. 3.60 lakhs and the duration of employment. Minimum benchmark for salary is exempt in the cases of ethnic cooks (only those employed by Foreign Missions), language teachers, Diplomatic Mission employees. For NGOs-Honorarium upto a ceiling of Rs.10,000/- per month is applicable/eligible.
11. The employment contract of the applicant (in English). This should be stamped and signed by the Indian company.
12. The applicant's CV (in English).
13. Photocopies of diplomas or professional certificates justifying the applicant's expertise in the proposed field of work.
14. All foreign diplomas will need to be translated to English.
15. **THE INFORMATION ON THIS PAGE IS INDICATIVE AND NOT EXHAUSTIVE. THE EMBASSY OF INDIA, SANTIAGO, RESERVES THE RIGHT TO SEEK FOR ADDITIONAL DOCUMENTS/INFORMATION, IF REQUIRED.**

PLEASE SEE THE [FEE SCHEDULE](#). THE SCHEDULE CONTAINS THE BANK ACCOUNT DETAILS FOR TRANSFER.