



CHECK LIST

DOCUMENTS REQUIRED FOR TOURIST VISA APPLICATION

S.NO.	REQUIREMENTS	CHECK
1.	PASSPORT COPY *All pages copies should be scanned clearly and saved in PDF, Passport validity should not be less the 6 months from date of travel.	
2.	EMIRATES ID & UAE VISA COPY *ID copy front and back scanned front and back saved in PDF	
3.	PHOTOGRAPH *Clear photograph with light background saved in PDF	
4.	NOC LETTER OR VISA REQUEST LETTER *Letter from company about employment confirmation, leave confirmation, should be on company letter head stamped and signed, saved in PDF	
5.	COMPANY DETAILS – FOR BUSINESSMEN *Company Trade License Copy, Company Website, Office tenancy Contract Copy, Business Card Copy, Visa request letter by Manager.	
6.	BANK STATEMENT *6 months bank statements on bank letter head or stamped by bank, saved in PDF	
7.	TENANCY CONTRACT *This is optional, just a supporting document if you can provide	
8.	PROPERTY OWNERSHIP *This is optional, just a supporting document, only if you hold any property ownership	
9.	FAMILY MEMBERS PASSPORT COPY *Passport copies of family members all saved in PDF	
10.	MARRIAGE CERTIFICATE *Its optional, provide only if you are married or travelling with wife	
11.	INVITATION LETTER *If you do not have any invitation, Atlantic will arrange the documents	✓
12.	HOTEL BOOKING *Booking will be done by Atlantic	✓
13.	FLIGHT TICKET *Flight booking itinerary will be done by Atlantic	✓
14.	TRAVEL INSURANCE *Travel insurance will be issued by Atlantic	✓
15.	COVERING LETTER *This letter will be drafted by Atlantic	✓
16.	BIOMETRIC APPOINTMENT *VFS appointment will be handle by Atlantic	✓