



BENCHMARK VISA SERVICES

Colombia Visa Checklist

1. Visa Application Form
 - Complete and signed Colombia visa application form. Obtain this from the official website of the Consulate of Colombia or the embassy/consulate where you are applying.
2. Passport
 - Valid passport with at least six months validity beyond the intended date of departure from Colombia.
 - At least two blank pages for visa stamps.
 - Copies of previous visas (if applicable).
3. Passport Photos
 - Two recent passport-sized color photos (usually 3.5cm x 4.5cm) with a white background.
4. Proof of Travel Arrangements
 - Detailed itinerary or flight tickets showing your entry into and exit from Colombia.
5. Proof of Accommodation
 - Hotel reservations or a letter of invitation indicating accommodation arrangements in Colombia.
6. Financial Means
 - Bank statements for the last three to six months showing sufficient funds to cover your stay in Colombia.
 - Proof of income (employment letter, pay slips) or other financial documents.
 - If sponsored, provide a sponsorship letter, sponsor's ID/passport copy, and financial documents.
7. Travel Health Insurance
 - Travel medical insurance covers medical emergencies, hospitalization, and repatriation.

Benchmark Incentive and Leisure Travels Pvt. Ltd.

129, 1st Floor, Madan Arcade 1st Main Road, Domlur, Indiranagar, Bengaluru, Karnataka 560071.



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Additional Documents:

Travel Itinerary

- Detailed travel plans in Colombia, including places to visit, dates of stay, and planned activities.
- Letter of Invitation
- An invitation letter from the host company or organization in Colombia. The letter should include:
 - Details of the applicant's job position, purpose of the visit, and intended duration of stay.
 - Guarantee of financial responsibility for the applicant's stay in Colombia.
- Business Documents
- Copies of business registration documents of the applicant's company.
- Proof of business activities and business relationships with Colombian entities (contracts, agreements, etc.).
- Flight Itinerary
- Round-trip flight reservations or detailed travel itinerary showing your entry into and exit from Colombia.
- Proof of Accommodation
- Hotel reservations or a letter of invitation indicating accommodation arrangements in Colombia.

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