



## Algeria Business Visa – Document Checklist

Overview Business Visa is issued to individuals traveling to Algeria for business meetings, trade exhibitions, conferences, and training programs.

<b>Passport/Travel Document</b>	a) Issued within the previous 10 years. Validity must not exceed 10 years; b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted; c) Passport must have a validity of at least 6 months after intended stay and a minimum of 2 blank pages.	
<b>Visa Application Form</b>	Two (02) copies of Visa Application Forms, dully and fully completed, typed online, and signed. Original signature is required on each page.	
<b>Photographs</b>	<b><u>Two (02) recent passport size photographs.</u></b>  a) The photograph must be in color. b) It should be without border. c) It should have a white background only. d) It should have a close up of your head and top of your shoulders so that your face takes up 70-80% of the photograph. e) It should be in sharp focus and clean. f) It should be of high quality with no ink marks and creases. g) The photograph must show you looking directly at the camera. h) It should be 3.5 cm X 4.5 cm. i) It should show your skin tone naturally. j) It should have appropriate brightness and contrast. k) The photograph should be a recent one not more than 1 month old. l) It is to be taken without headgear. m) Photograph can be taken with headgear, after consideration on case to case basis if the applicant wears headgear on religious grounds. The main characteristics of the face must be apparent from the photograph. Chin, nose, eyes, ears and eyebrows must not be covered; the forehead should be uncovered to the extent that the shape of the face is apparent. Teeth should not be visible. n) It should be without hat/cap. o) The photograph should not have any staple marks. p) Scanned & color photocopies would NOT be accepted.	
<b>Invitation Letter:</b>	Original invitation letter from Algerian company which should be submitted in hard copy, attested by the Algerian Chamber of Commerce.	
<b>Travel Plans</b>	This includes:  a) <b>Dummy flight ticket</b> (not necessarily booked) b) <b>Travel itinerary</b> (planned destinations, duration, etc.)	

<b>Travel Insurance</b>	a) Single Entry (1–30 Days): 1 Month Minimum b) Multiple Entry (1–90 Days): 3 Months Minimum c) Multiple Entry (1–180 Days): 6 Months Minimum d) Multiple Entry (Up to 1 Year): 1 Year Minimum	
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### **Important details to be noted:**

We value your trust and are committed to providing professional guidance throughout the visa application process. Kindly review the following consent statement carefully:

#### **1. Introduction**

By using JM Visa Services, you agree to our terms. We assist with visa applications but do not guarantee approval.

#### **2. Services Provided**

We process tourist, business, and student visas. The final decision is made by the immigration authorities. We also process every visa for which the client is eligible and in accordance with the rules.

#### **3. Client Responsibilities**

- a. Clients must provide accurate documents and comply with visa rules.
- b. We process and hand over your visa but are not responsible for your actions afterward.
- c. We issue tourist visa, if you do any illegal activities on this visa at any country, we are not responsible.

#### **4. Fees and Payments**

- a. Service fees cover processing and consultation only; embassy fees are separate.
- b. Our Service Fees are non-refundable once processing begins.

#### **5. No Guarantee of Approval**

The visa decision rests solely with the consulate/embassy, and we have no control or influence over their decision.

#### **6. Confidentiality**

We protect your data but are not liable for breaches beyond our control.

#### **7. Limitation of Liability**

We are not responsible for delays, rejections, or policy changes by immigration authorities.

#### **8. Refund Policy**

No refunds are issued after submission, even if the visa is rejected.

#### **9. Termination of Services**

We may refuse service for false information, non-payment, or unethical conduct.

#### **10. Governing Law**

These terms are governed by the laws of our country.

### **Terms and Conditions:**

- a. This is a basic document list; the Embassy reserves the right to request additional documents after submission. These must be provided for further processing.
- b. Confirmed air tickets and hotel bookings are not mandatory for the visa process.
- c. JM Visa Services is not responsible for the cost of confirmed air tickets and hotel bookings purchased before or during the visa process and decision.
- d. We cannot influence visa decisions or processing times in any manner.
- e. Visa fees are non-refundable once paid to the authorities under any circumstances.
- f. JM Visa Services charges and air ticket blocking charges are non-refundable once the application is submitted, regardless of the circumstances.
- g. We do not have any influence over visa processing and decision-making processes.
- h. We cannot expedite the visa process once an application is submitted.
- i. All communications will be conducted via our company landline and email address only.
- j. Document exchange will occur via email only.
- k. Documents in regional languages must be duly translated into English.



**JM VISA**

SERVICES