



EUROPEAN COMMISSION

Brussels, 13.10.2011  
C(2011) 7192 final

**COMMISSION IMPLEMENTING DECISION**

**of 13.10.2011**

**establishing the list of supporting documents to be presented by visa applicants in  
Bosnia and Herzegovina, Sri Lanka, and Turkey (Ankara, Istanbul, Edirne and Izmir)**

**(Only the Bulgarian, Czech, Dutch, Estonian, Finnish, French, German, Greek,  
Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian,  
Slovak, Slovenian, Spanish and Swedish texts are authentic)**

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code)<sup>1</sup>, and in particular Article 48 (1) thereof,

Whereas:

- (1) Regulation (EC) No 810/2009 lays down the Union rules for the issuing of visas for transit through or intended stays in the territory of Member States not exceeding three months in any six-month period.
- (2) According to Article 14 of Regulation (EC) No 810/2009 and Annex II thereto, visa applicants should present documents indicating among others the purpose of the journey and that they fulfil the entry conditions as set out in Article 5 of Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing the Community Code on the rules governing the movement of persons across borders (Schengen Borders Code)<sup>2</sup>; In order to ensure a harmonised application of the common visa policy, Article 14 (5) of Regulation (EC) 810/2009 establishes that within local Schengen cooperation the need to complete and harmonise the lists of supporting documents should be assessed in each jurisdiction in order to take account of local circumstances.
- (3) The local Schengen cooperation in Bosnia and Herzegovina, Sri Lanka, and Turkey (Ankara, Istanbul, Edirne and Izmir) have confirmed the need for such a harmonisation of the lists of supporting documents and drawn up harmonised lists.
- (4) This harmonisation should not prejudice the possibility in individual cases either to waive one or more of the listed supporting documents for applicants known by the consulate for their integrity and reliability in accordance with Article 14 (6) of the

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<sup>1</sup> OJ L 243, 15.9.2009, p. 1.

<sup>2</sup> OJ L 105, 13.4.2006, p. 1.

Visa Code or, during the examination of an application, in justified cases to request additional documents in accordance with Article 21 (8) of the Visa Code.

- (5) Given that Regulation (EC) No 810/2009 builds upon the Schengen *acquis* in accordance with Article 5 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community and Article 4 of Protocol (No 22) on the position of Denmark, annexed to the Treaty on the European Union and the Treaty on the Functioning of the European Union, Denmark notified the implementation of Regulation (EC) No 810/2009 in its national law. It is therefore bound under international law to implement this Decision.
- (6) This Decision constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis*<sup>3</sup>. The United Kingdom is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to the United Kingdom.
- (7) This Decision constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis*<sup>4</sup>. Ireland is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to Ireland.
- (8) As regards Iceland and Norway, this Decision constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis*<sup>5</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC of 17 May 1999<sup>6</sup> on certain arrangements for the application of that Agreement.
- (9) As regards Switzerland, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>7</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC<sup>8</sup> read in conjunction with Article 3 of the Council Decisions 2008/146/EC<sup>9</sup>.

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<sup>3</sup> OJ L 131, 1.6.2000, p. 43.

<sup>4</sup> OJ L 64, 7.3.2002, p. 20.

<sup>5</sup> OJ L 176, 10.7.1999, p. 36.

<sup>6</sup> OJ L 176, 10.7.1999, p. 31.

<sup>7</sup> OJ L 53, 27.2.2008, p. 52.

<sup>8</sup> OJ L 176, 10.7.1999, p. 31.

<sup>9</sup> OJ L 53, 27.2.2008, p. 1.

- (10) As regards Liechtenstein, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Protocol signed between the European Union, the European Community, the Swiss Confederation and the Principality of Liechtenstein on the accession of the Principality of Liechtenstein to the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>10</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC read in conjunction with Article 3 of the Council Decision 2011/350.EU<sup>11</sup>.
- (11) As regards Cyprus, this Decision constitutes an act building upon, or otherwise relates to, the Schengen *acquis* within the meaning of Article 3(2) of the 2003 Act of Accession.
- (12) As regards Bulgaria and Romania, this Decision constitutes an act building upon, or otherwise related to, the Schengen *acquis* within the meaning of and of Article 4(2) of the 2005 Act of Accession.
- (13) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee,

HAS ADOPTED THIS DECISION:

*Article 1*

The list of supporting documents to be submitted by visa applicants in:

- Bosnia and Herzegovina is set out in Annex I;
- Sri Lanka is set out in Annex II;
- Turkey (Ankara, Istanbul, Edirne and Izmir) is set out in Annex III.

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<sup>10</sup> OJ L 160, 18.6.2011, p. 21.

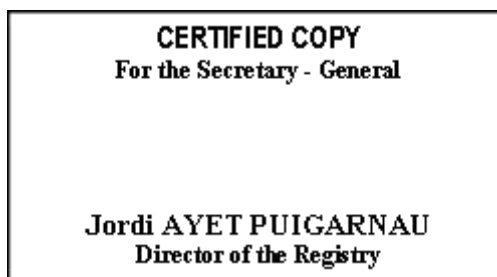
<sup>11</sup> OJ L 160, 18.6.2011, p. 19.

*Article 2*

This Decision is addressed to the Kingdom of Belgium, the Republic of Bulgaria, the Czech Republic, the Federal Republic of Germany, the Republic of Estonia, the Hellenic Republic, the Kingdom of Spain, the French Republic, the Italian Republic, the Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, the Republic of Hungary, the Republic of Malta, the Kingdom of the Netherlands, the Republic of Austria, the Republic of Poland, the Portuguese Republic, Romania, the Republic of Slovenia, the Slovak Republic, the Republic of Finland and the Kingdom of Sweden.

Done at Brussels, 13.10.2011

*For the Commission*  
*Cecilia MALMSTRÖM*  
*Member of the Commission*



**ANNEX**

## ANNEX I

### List of supporting documents to be submitted by applicants for short stay visas in Bosnia and Herzegovina

#### A. LIST OF SUPPORTING DOCUMENTS FOR A SCHENGEN VISA WITH THE PURPOSE: TOURISM

- (1) Proof of travel arrangements:
  - (a) A certificate or voucher (original) from a travel agency or tour operator accredited by Member States confirming the booking of an organised tour
  - (b) In the event that you do not travel on an organised trip, you must bring a proof of hotel reservation and proof of travel arrangements, for instance a return air/train/bus ticket or registration of vehicle.
- (2) Proof of sufficient means of subsistence for the intended journey:
  - (a) If employed – a statement of the employment, M2 form, and the work book;
  - (b) If a company owner – a court registration of the company (M2 form and the work book);
  - (c) If retired – pension cheques;
  - (d) If student – a statement from the faculty and the student book;
  - (e) If pupil – a statement from the school;

Bank statement (for the last three months) including bank account movements for all categories apart from pupils.

- (3) If the applicant is minor and travels without (a) parent(s):

A statement from the parents, which is verified by legal entity (Municipal registration office or Court).

- (4) For non Bosnia and Herzegovina nationals:

Proof of legal residence in Bosnia and Herzegovina.

#### B. LIST OF SUPPORTING DOCUMENTS FOR A SCHENGEN VISA WITH THE PURPOSE: BUSINESS

- (1) Proof of travel arrangements:

A written invitation from the inviting legal party containing:

- name and address of the inviting legal party;
- name and position of the person signing the request
- registration number of the company;

- For Bosnia and Herzegovina citizens, the invitation shall be approved by the Bosnia and Herzegovina Chamber of Commerce;
  - The invitation shall be verified by the competent legal entity (For Sweden, Denmark, Romania and Slovakia, with regard to Bosnia and Herzegovina citizens only there is no need to have the invitation verified. Sweden and Denmark have a premade form available. Austria requires electronically verification of the invitation, while Poland requires verification by notary).
- (2) Proof of sufficient means of subsistence for the intended journey:
- (a) If employed – statement of the employment, M2 form, and the work book;
  - (b) If a company owner – a court registration of the company, (M2 form and the work book);
  - (c) If retired – pension cheques;
  - (d) Written proof that the inviting company pays the expenses or alternative the sending company pays for all expenses.

For non Bosnia and Herzegovina nationals:

Proof of legal residence in Bosnia and Herzegovina.

### **C. LIST OF SUPPORTING DOCUMENTS FOR A SCHENGEN VISA WITH THE PURPOSE: PRIVATE VISIT**

- (1) Proof of travel arrangements:
- (a) The host person needs to prove his/her identity: for instance a copy of his/her ID card;
  - (b) The invitation letter must be verified by a legal entity in the country of destination (Germany does not require a verified written invitation, if the applicant has proof of sufficient financial means. Austria requires electronically verification of the invitation. Sweden and Denmark do not require that the invitation letter is verified, they have a pre made form available. For further details concerning proof of sponsorship, please see the website of the Schengen State of destination).
- (2) Proof of sufficient means of subsistence for the intended journey:
- (a) If employed – statement of the employment, M2 form, and the work book;
  - (b) If a company owner – a court registration of the company, M2 form, and the work book;
  - (c) If retired – pension cheques;
  - (d) If student – a statement from the faculty and a student book;
  - (e) If pupil – a statement from the school;



Bank statement including bank account movements (for the last three months) for all categories apart from pupils;

Proof of travel arrangements, for instance a return air/train/bus ticket or registration of vehicle.

(3) If the applicant is minor and travels without (a) parent(s):

A statement from the parents, which is verified by legal entity (Municipal registration office or Court).

(4) For non-Bosnia and Herzegovina nationals:

Proof of legal residence in Bosnia and Herzegovina.

**D. LIST OF SUPPORTING DOCUMENTS FOR A SCHENGEN VISA WITH THE PURPOSE: MEDICAL TREATMENT**

(1) Proof of travel arrangements:

(a) An official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly;

(b) Proof of sufficient financial means to pay for the medical treatment and related expenses (for instance the stay in the country) or proof of prepayment of the treatment;

(c) Proof of necessity of being accompanied.

(2) For non-Bosnia and Herzegovina nationals:

Proof of legal residence in Bosnia and Herzegovina.

## ANNEX II

### List of supporting documents to be submitted by applicants for short stay visas in Sri Lanka

#### A. INFORMATION ENABLING AN ASSESSMENT OF YOUR INTENTION TO LEAVE THE SCHENGEN TERRITORY

- (1) proof of financial means (personal or family bank statements (current account, savings books) with balance confirmation letter from the bank).
- (2) proof of professional status:
  - (a) employees: contract of employment, payslips for the last 3 months, documentary proof of your EPF contribution, confirmation of approved paid or unpaid leave;
  - (b) self-employed: business registration, company's bank statements for the last three months;
  - (c) students: letter of school or university confirming permitted leave).
- (3) proof of real estate property or residence: Gramasevaka letter certified by the divisional secretary.
- (4) proof of family ties: birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc..
- (5) if a minor travels alone or only with one parent: consent of parental authority or legal guardian and birth certificate and copies of parents' passports or District Court appointment decree.

#### B. DOCUMENTS INDICATING THE PURPOSE OF THE JOURNEY:

- (1) Visa for tourism or private visit
  - (a) If an inviting party is financing your stay in the Schengen area: original certificate of sponsorship and accommodation validated by the local authorities in the Schengen State of destination:
    - Austria: "Elektronische Verpflichtungserklärung: DEL-No.";
    - Belgium: "engagement de prise en charge (annexe 3bis), verbintenis tot tenlasteneming (bijlage 3bis)";
    - Switzerland: "Verpflichtungserklärung/Déclaration de prise en charge/Dichiarazione di garanzia"<sup>12</sup>;
    - Germany: "Verpflichtungserklärung";
    - Denmark: "VU1 or VU2";

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<sup>12</sup> In case of a Swiss invitation/sponsor letter this shall be obtained only when requested by the Embassy.

- Estonia: “Viisakutse Füüsilisest Isikust Kutsujale”;
  - Spain: “Carta de invitación”;
  - France: “Attestation d’accueil”;
  - Hungary: “Meghívólevél”;
  - Italy: “Lettera d’Invito”;
  - Latvia: “Ielūgums vīsas pieprasīšanai”;
  - Netherlands: “garantverklaring”;
  - Norway: “Garantiskjema for besøk / Guarantee Form for Visits”;
  - Sweden: “Appendix E” and extract of the Swedish Population Register (Personbevis) from sponsor) with copy of sponsor’s passport/ID card or residence permit, proof of employment with salary slips for the last three (03) months, and last 3 months bank statements <sup>13</sup>.
- (b) If an inviting party is not financing your stay: letter of invitation:
- Denmark: "VU1 or VU2";
  - France: “Attestation d’accueil”;
  - Italy: “Lettera d’Invito”;
  - Sweden: “Appendix E and “Personbevis” from sponsor in each case).
- (c) If no inviting party: hotel booking (if the visa is granted, you might be asked to submit a hotel voucher) or confirmation of the booking of an organised trip.
- (d) Proof of family ties with the host or inviting party: birth or marriage certificates or family book, if applicable.
- (2) Visa for business
- (a) Original invitation from a firm or an authority in the Schengen State to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.
- (b) Other documents which show the existence of trade relations or relations for work purposes;
- (c) Entry tickets for fairs and congresses, if appropriate.

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<sup>13</sup> In case of a German, Austrian or Hungarian invitation letter, sponsor’s details are not required.

- (d) Letter from company or employer in Sri-Lanka indicating purpose and duration of visit as well as who is to cover the costs.
- (e) Documents proving the business activities of the company or employer in Sri Lanka: business registration;
  - form 48 (Companies Act),
  - company's bank statements for the last three months.
- (f) Proof of accommodation in the Schengen State or sufficient means to cover accommodation.
- (3) Visa for study/training, political, scientific, cultural, sports or religious events or other purposes
  - (a) Invitation, entry tickets, enrolments or programmes stating the name of the host organisation or institution and the length of stay or any other appropriate document indicating the purpose of the journey.
  - (b) Proof of accommodation or sufficient means to cover accommodation.
- (4) Additional requirements for visa for the purpose of medical treatment:
  - (a) Medical report of the doctor designated by the Embassy confirming necessity for medical care and that treatment is not available in Sri Lanka or Maldives.
  - (b) Confirmation of the medical institution or hospital in the Schengen State that a place for treatment is available, of appointment, expected duration of necessary stay and estimated costs.
  - (c) Proof of sufficient financial means for treatment, stay and return or proof of advance payment or sponsor letter.

### ANNEX III

#### List of supporting documents to be submitted by applicants for short stay visas in Turkey (Ankara, Istanbul, Edirne and Izmir)

##### A. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: TOURISM

- (1) Flight / travel reservations or other proof of intended transport
- (2) Evidence of hotel bookings or travel plan
- (3) Proof of means of subsistence: e.g.
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar)
- (4) The following documents shall be presented by either of the categories:
  - (a) If the applicant is employed:
    - letter from employer and/or approval for leave
    - SGK (social security) registration document and SGK "*hizmet dökümü*"
  - (b) If the applicant is a farmer
    - farmer certificate issued by a chamber of agriculture
  - (c) If applicant is employed by or owner of a private company
    - the company registration in the chamber of commerce and a copy of the bulletin of the trade register
    - statement of taxes payment
  - (d) If the applicant is retired:
    - proof of pension (either bank account statement or pensioner booklet)
  - (e) If the applicant is a student:
    - student certificate (Öğrenci Belgesi)
  - (f) If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only:
    - Public notary approved statement from his/her parents ( this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone)

**B. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: VISIT TO FAMILY OR FRIENDS**

- (1) Flight or travel reservations or other proof of intended transport
- (2) Proof of means of subsistence: e.g.
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar)
- (3) Proof of the existence of family relations (Tam Tekmil Vukuatli Nüfus Kayıt Örneği)
- (4) The following documents shall be presented by either of the categories
  - (a) If the applicant is employed:
    - letter from employer and/or approval for leave
    - SGK (social security) registration document+ SGK "hizmet dökümü"
  - (b) If the applicant is a farmer
    - farmer certificate issued by chamber of agriculture
  - (c) If applicant is employed by or owner of a private company
    - company registration in chamber of commerce and copy of the bulletin of the trade register.
    - statement of taxes payment.
  - (d) If the applicant is retired:
    - proof of pension (either bank account statement or pensioner booklet)
  - (e) If the applicant is a student:
    - student certificate (Öğrenci Belgesi)
  - (f) If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:
    - public notary approved statement from his/her parents (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone)
- (5) Proof of sponsorship and/or accommodation
  - Invitation and/or guarantee according to national legislation (Note: there is further information and links to downloadable forms on the websites of Member States' embassies and consulates)

**C. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: BUSINESS VISITS**

- (1) Flight or travel reservations or other proof of intended transport
- (2) Proof of means of subsistence: e.g.
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar).
- (3) For attendance to a fair the entry card or documents about participation.
- (4) The following documents shall be presented by either of the categories
  - (a) If the applicant is employed:
    - letter from employer and/or approval for leave.
    - SGK (social security) registration document and SGK "hizmet dökümü".
  - (b) If the applicant is a farmer
    - farmer certificate issued by chamber of agriculture.
  - (c) If applicant is employed by or owner of a private company
    - company registration in chamber of commerce and copy of the bulletin of the trade register .
    - statement of taxes payment.
  - (d) Proof of sponsorship and/or accommodation
    - Invitation or guarantee according to national legislation (see the information and downloadable forms on the websites of Member States' embassies and consulates).

**D. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: TRUCK DRIVING TO AND/OR THROUGH SCHENGEN AREA**

- (1) Guarantee from the company and UND (road transport association), if the company is a member.
- (2) Company drivers list.
- (3) SGK (social security) registration document , SGK "hizmet dökümü" and past SGK payments list for the driver.
- (4) Company registry in the Chamber of Commerce.

- (5) C2 certificate (export permission).
- (6) National and international driving licence of the driver.
- (7) Invitation or business partnership certificate from a company in the EU.

**E. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: ATTENDING CULTURAL OR SPORTS EVENTS OR CONFERENCES**

- (1) Flight or travel reservations or other proof of intended transport.
- (2) Proof of accommodation.
- (3) Proof of means of subsistence e.g.:
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar).
- (4) The following documents regarding the purpose of the visit, for either of the categories:
  - (a) For cultural events or conferences:
    - an invitation from the organiser of the event or/the contract concluded by the cultural service provider or/invitation to a creative work.
  - (b) For sporting events:
    - invitation from the sports club/sports federation or/accreditation confirming the participation in the sport event.
    - certificate from the sending sports club or sport federation
- (5) The following documents regarding the personal situation of the applicant shall be presented by either of the categories:
  - (a) If the applicant is employed:
    - letter from employer and/or approval for leave.
    - SGK (social security) registration document and SGK "hizmet dökümü".
  - (b) If the applicant is a farmer
    - farmer certificate issued by chamber of agriculture
  - (c) If applicant is employed by or owner of a private company
    - company registration in chamber of commerce and copy of the bulletin of the trade register.



- statement of taxes payment.
- (d) If the applicant is retired:
  - proof of pension (either bank account statement or pensioner booklet).
- (e) If the applicant is a student:
  - student certificate (Öğrenci Belgesi).
- (f) If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:
  - public notary approved statement from his/her parents (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone).

**F. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: STUDY OR PARTICIPATION IN EU EDUCATION, TRAINING OR RESEARCH PROGRAMMES**

- (1) Flight or travel reservations or other proof of intended transport
- (2) Proof of means of subsistence: e.g.
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar).
- (3) Proof of accommodation for the intended period of stay
- (4) The following documents regarding the purpose of the visit shall be presented by either of the categories:
  - (a) For study purpose:
    - invitation and/or guarantee according to national legislation (Note: there is further information and links to downloadable forms on the websites of Member States' embassies and consulates)
  - (b) For EU education, training, or research programmes:
    - original of the invitation letter from the university or research centre
    - letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBİTAK identifying that the individual applying for visa is supported by an European Union Programme.
- (5) The following documents regarding the applicant's personal situation shall be presented by either of the categories:
  - (a) If the applicant is employed as a teacher or professor

- letter from employer and/or approval for leave.
  - social security registration document.
- (b) If the applicant is a student
- Student certificate (Öğrenci Belgesi).
- (c) If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:
- Public notary approved statement from his/her parents ( this condition shall not apply, if the travelling parent is a single parent or holds the parental authority alone).