



Brussels, 29.4.2014  
C(2014) 2737 final

**COMMISSION IMPLEMENTING DECISION**

**of 29.4.2014**

**establishing the list of supporting documents to be presented by visa applicants in  
Belarus, Cameroon, Georgia, Moldova, Ukraine and the United Arab Emirates**

**(Only the Bulgarian, Croatian, 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), 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 Regulation (EC) No 810/2009, visa applicants are required to present documents indicating among other things the purpose of their journey and the fact 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<sup>1</sup>. In order to ensure harmonised application of the common visa policy, Regulation (EC) No 810/2009 makes it necessary to complete and harmonise the lists of supporting documents to be assessed within local Schengen cooperation in each jurisdiction in order to take account of local circumstances.
- (3) The local Schengen cooperation in Belarus, Cameroon, Georgia, Moldova, Ukraine and United Arab Emirates have confirmed the need to harmonise the list of supporting documents and have accordingly drawn up lists.
- (4) In individual cases it should still be possible for consulates to waive the requirement to submit one or more of the listed supporting documents in the case of an applicant known to them for their integrity and reliability in accordance with Article 14 (6) of Regulation (EC) No 810/2009 or, in justified cases, during the examination of an application, to request additional documents, in accordance with Article 21 (8) of Regulation (EC) No 810/2009.

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

- (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 to 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. 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. 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, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC of 17 May 1999 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, 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 Council Decision 2008/146/EC.
- (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, 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 Council Decision 2011/350/EU.
- (11) As regards Cyprus, this Decision constitutes an act building upon, or otherwise related 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 Article 4(2) of the 2005 Act of Accession.
- (13) As regards Croatia, this Decision constitutes an act building upon, or otherwise related to, the Schengen acquis within the meaning of Article 4(2) of the 2012 Act of Accession.
- (14) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee.

HAS ADOPTED THIS DECISION:

*Article 1*

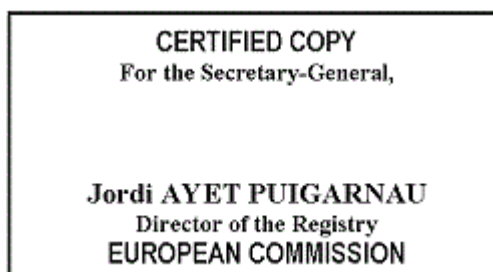
- (1) The list of supporting documents to be submitted by applicants for short stay visas in Belarus shall be as set out in Annex I.
- (2) The list of supporting documents to be submitted by applicants for short stay visas in Cameroon shall be as set out in Annex II.
- (3) The list of supporting documents to be submitted by applicants for short stay visas in Georgia shall be as set out in Annex III.
- (4) The list of supporting documents to be submitted by applicants for short stay visas in Moldova shall be set out in Annex IV.
- (5) The list of supporting documents to be submitted by applicants for short stay visas in Ukraine shall be set out in Annex V.
- (6) The list of supporting documents to be submitted by applicants for short stay visas in United Arab Emirates shall be set out in Annex VI.

*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, Republic of Croatia, the French Republic, the Italian Republic, the Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, 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, 29.4.2014

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





Brussels, 29.4.2014  
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ANNEXES 1 to 6

## **ANNEXES**

**to the Commission Implementing Decision**

**establishing the list of supporting documents to be presented by visa applicants in  
Belarus, Cameroon, Georgia, Moldova, Ukraine and the United Arab Emirates**

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## ANNEX I

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

#### Documents to be submitted by all visa applicants

##### Travel arrangements:

- round ticket or reservation, or
- other documents proving use of other means of transport such as contract with the transportation company or copy of registration certificate and drivers licence, documents proving persons right to use car or other mean of transport etc.

##### Document to be provided by employees:

- Letter from the employer, confirming:  
the employee's position,  
date of employment and date of end of employment, if relevant,  
salary slips for the last three months.

##### Document to be provided by individual entrepreneurs:

- Registration certificate;
- Last tax statement.

##### Document to be provided by unemployed persons:

- Unemployed persons must present the following documents:
  - students: student certificate or letter from university and documents which prove that person has sufficient financial means for trip;
  - pensioners: pension booklet;
  - other unemployed persons:
    - document proving the applicant's ties to Belarus (i.e. marriage certificate, birth certificate, death certificate, proof of ownership on property) and sufficient financial means for trip, and
    - copy of work booklet's page with personal data and pages which show holder's job history during last three years.
- Unemployed persons may prove their sufficient financial means by presenting following documents:  
a letter of sponsorship, together with proof that the sponsor has sufficient financial means (i.e. bank statements, letter of employment with mention of the salary, proof of ownership on real estate, ownership of company shares, stock options).
- The letter of sponsorship (dated and signed) must contain the following information:
  - full name, address and contacts of the sponsor
  - link between the sponsor and the applicant
  - destination and duration of the visit
  - list of costs which are covered by the sponsor

- a bank statement together with a list of all bank operations over the last 3 months;
- signed traveller checks in the name of applicant; or
- other documents that prove that person has sufficient financial means for the trip (i.e. proof of ownership on real estate, ownership of company shares, stock options).

**List of supporting documents to be submitted by applicants travelling for the purpose of visiting family or friends**

- Some Member States may require that a specific form is used for the invitation letter. Please refer to the websites of the Member State for specifications (Estonia, France, Germany, Hungary, Italy, Latvia, Lithuania, Poland, Slovakia and Sweden).
- In other cases an invitation or other document proving the purpose of the journey (i.e. document proving family ties, such as birth certificate, marriage certificate, divorce certificate, certificate of name change, death certificate) must be presented.

**List of supporting documents to be submitted by applicants travelling for the purpose of business, culture, sport, study, official visit:**

**Invitation**

- Invitation: Some Member States may require that a specific form is used for the invitation letter. Please refer to the websites of the Member State for specifications (Estonia, France, Germany, Hungary, Italy, Latvia, Lithuania, Poland, Slovakia and Sweden).
- In other cases, an invitation or other document proving the purpose of the journey (i.e. entrance ticket to a cultural event, a fair, an exhibition) must be provided.

**Letter from the sending institution or organisation**

- Letter from the Belorussian organisation or institution which sends person abroad stating purpose and duration of the trip.

**Proof of accommodation**

- If not covered with invitation:
  - hotel reservation or contract for a rented accommodation, or
  - other document proving accommodation.

**List of supporting documents to be submitted by applicants travelling for the purpose of carrying out paid activities or internship**

- Under the national legislation of individual Member States, some paid activities or internship require the applicant to provide a work permit or a similar document: please check the website of the Member State concerned.

**List of supporting documents to be submitted by truck and bus drivers**

**If the application is presented via BAMAP:**

- Supporting letter from BAMAP (The Association of International Road Carriers of Belarus, Белорусская ассоциация международных автомобильных перевозчиков «БАМАП»).

**If the application is not presented via BAMAP):**

- if available, letter from organization of carriers;



- driver's license;
- for truck drivers: transport truck driving certificate;
- copy of registration certificates of truck and trailer or bus;
- registration of employing company;
- license or permit for carrying out long-distance transportation of cargo or passengers;
- contract between the Belarusian company and its partner company in the Schengenarea.
- Truck drivers (if presented via BAMAP): supporting letter from BAMAP (The Association of International Road Carriers of Belarus, Белорусская ассоциация международных автомобильных перевозчиков «БАМАП»).

**List of supporting documents to be submitted by applicants travelling for the purpose of tourism**

**Proof of accommodation**

- Hotel reservation or contract for a rented accommodation.

**If the visa application is presented by an accredited travel company:**

- copy of service contract between the travel company and the applicant, or
- travel voucher issued by the partner company.

**List of supporting documents to be submitted by applicants travelling for the purpose of medical reasons**

- Confirmation from medical institution confirming necessity of medical care in this institution;
- Proof of accommodation if not covered by confirmation;
- Proof of sufficient financial means for treatment, down- or prepayment of costs.

**List of supporting documents to be submitted by applicants travelling for the purpose of transit**

- Visa or other entry permit for the country of destination.

**List of supporting documents to be submitted by minors:**

- Parental authority from the other parent (if he has not already signed the visa application);
- Birth certificate;
- If the minor is travelling without both parents, then parental authorization from parent (from both parents in case of separation or divorce) for minor to get out of Belarus, drawn up by a notary. If there is only one custodian, then according document (decision from court about sole custody, death certificate or other document) must be presented.

## ANNEX II

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

- I. Documents to be presented by all visa applicants
- A confirmed booking for a return ticket to/from the destination country in the Schengen area.
  - A national identity card.
  - For married applicants, their marriage certificate.
  - A birth certificate. If the birth certificate was drawn up on the basis of a court decision (*jugement supplétif*), this decision should also be included.
  - For non-Cameroonian nationals, a Cameroonian residence permit valid at least three months beyond the intended date of departure from the territory of the Member States
  - Documentary evidence of the applicant's professional activity:
    - *Employees*: confirmation of employment, last three pay slips, CNPS book [Cameroonian social security agency], valid business licence and trade register number of the employer;
    - *Self-employed*: business licences for the current year and the previous year, trade register number, tax certificate, import licence, taxpayer's card, company bank account statements for the last three months, and any document that provides information as to the nature and scale of the activity.
  - For an applicant who is not engaged in paid work, documentary evidence of the means of subsistence must be supplied. Where appropriate, the applicant may provide documentary evidence of the paid work performed by their spouse or parents, as well as a declaration of liability.
  - For minors travelling unaccompanied or accompanied by just one of their parents, official authorisation from both parents or the parent who is not travelling with the minor, together with a copy of the identity documents of the parent(s). If a single parent holds the parental authority alone, proof of this should be presented (e.g. death certificate, judgement regarding the parental authority).
- II. Additional documents to be submitted relating to the purpose of the journey:
- (1) Visiting family or friends:
- An invitation letter from the host in which he or she undertakes to meet any costs related to the applicant's visit and to ensure that the applicant returns to Cameroon<sup>1</sup>, and, for a family visit, copies of any official documents that show the family link with

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<sup>1</sup> For some Schengen countries, the invitation and the declaration of liability must be submitted on a special form, or accompanied by a specific document issued or approved by the relevant authorities in the host's place of residence. For more information, please see the website of the Schengen country in question or contact the relevant embassy or consulate in Cameroon.

the applicant (family book, birth certificate, etc.), the host's nationality (identity card, passport, naturalisation decision, etc.), and if the host is not a national of the country of residence or of the European Union, a copy of the host's residence permit.

- Evidence of sufficient means for the type and length of stay planned: bank statements from the last three months and, if applicable, a credit card statement showing recent transactions, and any other document that may provide information about the applicant's solvency (e.g. title deeds, pay slips, currency with a receipt for the exchange).
- For some Schengen countries<sup>2</sup>, proof of the host's financial resources (e.g. pay slips, bank statements, income declaration, tax assessment) must be supplied.

(2) Tourism:

- Hotel bookings for the entire duration of the planned stay in the Schengen area.
- For applicants who plan to stay in several Schengen countries, proof of their travel itinerary (e.g. ticket bookings for transport between different countries in addition to hotel reservations).
- Evidence of sufficient means for the type and length of stay planned: bank statements from the last three months and, if applicable, a credit card statement showing recent transactions, and any other document that may provide information about the applicant's solvency (e.g. title deeds, pay slips, currency with a receipt for the exchange).

(3) Business trips or trips for any other professional reason (including trade fairs, sporting, artistic and cultural events, work experience, conferences, training and exams):

- Hotel bookings for the entire duration of the planned stay in the Schengen area.
- Evidence of sufficient means for the type and length of stay planned: bank statements from the last three months and, if applicable, a credit card statement showing recent transactions, and any other document that may provide information about the applicant's solvency (e.g. title deeds, pay slips, currency with a receipt for the exchange).
- A personal invitation from the company, commercial organisation, or body organising the trade fair, training or sporting, artistic or cultural event which has invited the applicant, or from the company or organisation providing the work experience, with details of the purpose of the trip, and any other documents that may prove the purpose of the visit (e.g. for a business trip, invoices, business correspondence or orders proving the existence of a business relationship).
- For civil servants on mission, the original travel order, and for diplomatic or service passports, the original *note verbale* from the Ministry of Foreign Affairs.
- For conferences, training or exams, confirmation of the applicant's enrolment and, if applicable, of payment of the enrolment fees.
- For training or exams, the original diploma for the most recent qualification obtained by the applicant and proof of the applicant's enrolment in the training or exam.

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<sup>2</sup> Belgium, France (only if the applicant is a relative of the host in the ascending line) and Italy.

(4) Trips for medical reasons:

- A declaration of financial liability from the insurers for the proposed treatment, or confirmation from the hospital of receipt of payment of the sum requested for the treatment.
- A certificate from a doctor in Cameroon authorised by the embassy or consulate<sup>3</sup> confirming the need for medical treatment which cannot be provided in Cameroon.
- Confirmation from a doctor in the Schengen area of the appointment, information about the envisaged treatment, the approximate length of the treatment and the cost.
- Evidence of sufficient means for the type and length of stay planned: bank statements from the last three months and, if applicable, a credit card statement showing recent transactions, and any other document that may provide information about the applicant's solvency (e.g. title deeds, pay slips, currency with a receipt for the exchange).
- If applicable, evidence of accommodation.

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<sup>3</sup> Information available from the embassy or consulate to which the application is to be submitted.

## ANNEX III

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

1. For journeys undertaken to visit close relatives – spouse, children (including adopted), parents (including custodians), grandparents, grandchildren – who are citizens of Georgia legally residing in the territory of the Member States.
  - Flight ticket reservation.
  - A written request from the host person.
  - The written request must indicate the address under which the visa applicant will stay. If accommodation is not arranged by the host person: Hotel reservation or any other document indicating envisaged accommodation.
  - If the applicant covers the costs himself: applicant's bank statement demonstrating the last three months' account movements or if someone else covers the costs: bank statement of a person who covers the cost demonstrating the last three months' account movements and/or formal letter of obligation (regarding the formal letter of obligation, please consult the website of the Consulate of the Member State concerned).
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
  - A (legalised) document proving close family relationship with the inviting person, with proof of his/her legal residency in the country of destination.
2. For journeys of members of official delegations who, following an official invitation addressed to the government of Georgia, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of the Member State by intergovernmental organisations.
  - Flight ticket reservation.
  - A letter issued by a Georgian authority confirming that the applicant is a member of a delegation travelling to the territory of the member States to participate in the aforementioned events, accompanied by a copy of the official invitation.
  - The official invitation must specify details of accommodation. If accommodation is not arranged by the event's organizer: Hotel reservation or any other document indicating envisaged accommodation.
  - The official invitation of letter from a Georgian Authority must specify who covers the costs.
3. For journeys undertaken for the purpose of study or educational training, including in the framework of exchange programmes as well as other school-related activities.
  - Flight ticket reservation.
  - A written request or a certificate of enrolment from the host university, college or school or student cards or certificates of the courses to be attended.
  - The enrolment certificate must specify details of accommodation. If accommodation is not arranged by the school: Hotel reservation or any other document indicating envisaged accommodation.

- If the applicant covers the costs himself: applicant's bank statement demonstrating the last three months' account movements or if someone else covers the costs: bank statement of a person who covers the cost demonstrating the last three months' account movements or scholarship certificate with indication of the costs covered.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia. In case of pupils/students: Georgian school enrolment certificate.
4. For medical treatment (including necessary accompanying persons)
- Flight ticket reservation.
  - An official document of the medical institution confirming the necessity of medical care in this institution, the necessity of being accompanied and proof of sufficient financial means to pay for the medical treatment.
  - A locally issued certificate by a sending doctor/medical institution confirming medical condition of applicant.
  - A confirmation by the medical institution that the applicant stays in a hospital, or
  - hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months' account movements or written declaration of inviting institution that all expenses are covered. Proof of pre-payment of medical services envisaged.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
5. For journeys undertaken to carry out journalistic activities and for journeys undertaken by accredited persons accompanying journalists in a professional capacity
- Flight ticket reservation.
  - A certificate or other document issued by a professional organization proving that the person concerned is a qualified journalist or accompanying person in a professional capacity and a document issued by his/her employer stating that the purpose of the journey is to carry out journalistic work or assist in such work.
  - Invitation from the organizers of the event with journalist's accreditation.
  - Hotel reservation or any other document indicating envisaged accommodation.
  - The document issued by employer must state if the cost are covered. If the employer covers the cost: the employer's bank statement demonstrating the last three months' account movements. If the journalist covers the costs: his/hers bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
6. For journeys undertaken for international sport events (including persons accompanying in a professional capacity).
- Flight ticket reservation.

- A written request from the host organization, competent authorities, national sport federations or national Olympic committees of the Member States.
  - The written request must specify details of accommodation.
  - If accommodation is not arranged by the event's organizer: Hotel reservation or any other document indicating envisaged accommodation.
  - A written request must specify who covers the costs. If the costs are covered by the event's organizer or sending organization: event's organizer's or sending organization's bank statement demonstrating the last three months' account movements. If the sportsperson covers the costs: his/hers bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
7. For business trips.
- Flight ticket reservation.
  - A written request from the host person or company, organization or an office or a branch of such legal person or company, state or local authorities of the Member States or organising committees or trade and industrial exhibitions, conferences and symposia held in the territories of the Member States, endorsed by the State Chamber of Registration of Georgia.
  - The written request must specify details of accommodation.
  - If accommodation is not arranged by the host person or company: Hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months movements or written declaration of host company/organization that all expenses are covered.  
If the host company/organization covers the costs: the host company's/organization's bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
8. For journeys undertaken by members of the professions participating in international exhibitions, conferences, symposia, seminars or other similar events held on the territory of the Member State.
- Flight ticket reservation.
  - A written request from the host organization confirming that the person concerned is participating in the event.
  - The written request must specify details of accommodation.
  - If accommodation is not arranged by the host organization: Hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months movements or written declaration of host organization that all expenses are covered and the host organisation's bank statements demonstrating the last three months movements.

- Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
9. For journeys undertaken by representatives of civil society organizations for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes.
- Flight ticket reservation.
  - A written request issued by the host organization, a confirmation that the person is representing the civil society organization and certificate on establishment of such organization from the relevant register issued by a state authority in accordance with the national legislation.
  - The written request must specify details of accommodation. If accommodation is not arranged by the host organization: hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months' movements or written declaration of host institution that all expenses are covered and its bank statements demonstrating the last three months' movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
10. For journeys undertaken for scientific, cultural, artistic activities, including university and other exchange programmes.
- Flight ticket reservation.
  - A written request from the host organization to participate in the activities.
  - The written request must specify details of accommodation. If accommodation is not arranged by the host organization: Hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months' account movements or written declaration of host institution that all expenses are covered and its bank statements demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
11. For journeys undertaken by drivers conducting international cargos and passenger transportation services to the territories of the Member States in vehicles registered in Georgia.
- A written request from the national company or association of carriers of Georgia providing for international road transportation, stating the purpose, duration and frequency of the trips. A certificate proving that the company is authorised to provide international road transportation services.
  - A letter form a counterpart from the country of destination.
  - Insurance Green Card valid for 6 months.
  - International driving licence.



- The written request must specify details of accommodation. If accommodation is not arranged by the employer: hotel reservation or any other document indicating envisaged accommodation.
  - The written request must specify who covers the costs. If the costs are covered by the employer: employer's bank statement demonstrating the last three months' account movements. If the driver covers the costs: his/hers bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
12. For journeys undertaken to participate in the official exchange programmes organised by twin cities.
- Flight ticket reservation.
  - A written request of the Head of Administration/Mayor of these cities or municipal authorities.
  - The written request must specify details of accommodation. If accommodation is not arranged by the organizers: hotel reservation or any other document indicating envisaged accommodation.
  - The written request or letter from a Georgian Authority must specify who covers the costs. If the costs are covered by the organizers: the organizer's bank statement demonstrating the last three months' account movements. If costs are not covered by organizers: Applicant's bank statement demonstrating the last three months account movements.
13. For visiting military and civil burial grounds.
- Flight ticket reservation.
  - An (legalised) official document confirming the existence and preservation of the grave as well as family or other relationship between the applicant and the buried.
  - Hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three account months' movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
14. For journeys undertaken for the purpose of tourism.
- Flight ticket reservation.
  - Hotel reservation or any other document indicating envisaged accommodation.
  - Applicant's bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
15. For journeys undertaken to visit family, other than the close relative as referred to in point 1, or friends.
- Flight ticket reservation.

- A written request from the host.
  - The written request must indicate the address under which the visa applicant will stay. If accommodation is not arranged by the host person: Hotel reservation or any other document indicating envisaged accommodation.
  - If the applicant covers the costs himself: applicant's bank statement demonstrating the last three months' account movements or if someone else covers the costs: bank statement of a person who covers the cost demonstrating the last three months' account movements or formal letter of obligation ((regarding the formal letter of obligation, please consult the website of the Consulate of Member State concerned).
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
16. For journeys undertaken to buy a car in a Member State.
- Flight ticket reservation.
  - A letter from a car buyer's counterpart in a Member State.
  - For every next trip: documents of a car previously bought in a country of destination.
  - Hotel reservation or any other document indicating envisaged accommodation
  - Applicant's bank statement demonstrating the last three months' account movements.
  - Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
17. Specific requirements for minors
- The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this, if the single parent with whom the minor is to travel holds the parental authority alone
  - Proof that a single parent holds parental authority alone.
  - Copy of ID-card for passport of the parent(s) or the guardian(s).

## ANNEX IV

### **List of supporting documents to be submitted by applicants for short stay visas in Moldova**

- I. Persons travelling for the purpose of business
  1. Letter of employment specifying the occupied position and the monthly salary.
  2. Workbook record or freelancer certificate (original and a copy)
  3. Letter of invitation in original containing the registration number of the inviting company.
  4. Confirmation of the existence of business relations (contracts) in original and a copy.
  5. Certificate of Registration of the invited company issued by the State Chamber of Registration of the Republic of Moldova (original and a copy).
  6. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies).
  7. Identification card (original and a copy).
  8. Confirmation of hotel reservation
  9. Confirmation by the inviting or sending entity to cover the costs of the trip; or proof of sufficient financial means (copy of the credit card accompanied by a recent ATM slip or an extract from the bank account in original (bank statements from the last three months), or traveler checks signed by the holder)
- II. Persons travelling for the purpose of cultural activities
  1. A written request from the host organization confirming that the applicant is participating in the event.
  2. Workbook record or freelancer certificate or student card (original and a copy)
  3. Confirmation by the inviting or sending entity to cover the costs of the trip; or proof of sufficient financial means (copy of the credit card accompanied by a recent ATM slip or an extract from the bank account in original (bank statements from the last three months), or traveler checks signed by the holder)
  4. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies).
  5. Confirmation of accommodation.
  6. Identification card (original and a copy).

7. Children under 18 years old: birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the minor.

### III. Persons travelling for the purpose of an official trip

1. Invitation from the organization in the country of destination
2. A letter issued by the competent Moldovan authority confirming that the applicant is a member of its official delegation, accompanied by a copy of the official invitation
3. Confirmation of transportation means
4. Confirmation of accommodation
5. Identification card (original and a copy)

### IV. Persons travelling for the purpose of a private visit

1. Letter of employment specifying the occupied position, the monthly salary and stating that vacation is given for the period of the trip. In the case of children – a certificate from the education establishment
2. Workbook record or freelancer certificate or student card (original and a copy)
3. Detailed information on the relations between the applicant and the inviter (all certificates proving family ties or, in case of friendly relations, a description of the history of relations)
4. Close relatives - spouse, children (including adopted), parents (including custodians), grandparents and grandchildren – visiting citizens of the Republic of Moldova legally residing in the territory of the Member States, or citizens of the European Union residing in the territory of the Member State of which they are nationals: a written request from the host person the authenticity of whose signature must be proven by the competent authority of the country of residence according to its national legislation.
5. Proof of invitation as well as the proof of sufficient financial means using the special form required by some Member State. (If the inviting person is accredited with a diplomatic status, a copy of the accreditation card is to be presented alongside with an invitation from the Embassy/Representation).

The following Member States require applicants to present an official form (Belgium, Czech Republic, Denmark<sup>4</sup>, Germany, Greece, France, Hungary, The Netherlands, Latvia, Slovenia, Spain and Sweden). Details can be found on the websites of the respective Member States.

6. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies).

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<sup>4</sup> May be requested if Denmark is represented by another Member State

7. Identification card (original and a copy).
8. Children under 18 years old: birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the minor.
9. Copy of the passport (residence permit) of the inviter.
10. Confirmation by the inviter to cover the costs of the trip; or proof of sufficient financial means (copy of the credit card accompanied by a recent ATM slip or an extract from the bank account in original (bank statements from the last three months), or traveler checks signed by the holder).

V. Persons travelling for the purpose of medical treatment

1. Letter of employment specifying the occupied position, the monthly salary and stating that vacation is given for the period of the trip. In the case of children – a certificate from the education establishment
2. Workbook record or freelancer certificate or student card (original and a copy)
3. Official document from the medical institution confirming the necessity of medical care in this institution, if applicable the necessity of being accompanied.
4. Proof of sufficient financial means to pay for the medical treatment and related expenses
5. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies).
6. Identification card (original and a copy).
7. Children under 18 years old – birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the minor.

VI. Persons travelling for the purpose of sports events

1. A written request from the host organisation, competent authorities, national sport Federations or National Olympic Committees of the Member States specifying the purpose and the duration of the trip and the registration number of the host organization.
2. Workbook record or freelancer certificate or student card (original and a copy)
3. Membership card of a sports club or proof of status as a professional athlete (original and a copy)
4. Certificate of registration of the Moldovan sports association
5. Confirmation of transportation means

6. Confirmation of accommodation
7. Identification card (original and a copy).
8. Children under 18 years old: birth certificate (original and a copy) and authorization for traveling abroad signed by the legal representative of the minor who is not travelling with the minor.

#### **VII. Persons travelling for the purpose of studies**

1. Confirmation of school attendance
2. A written invitation by, or a certificate of enrolment from, the host university, college or school or student cards or certificates of the courses to be attended
3. Documents proving the existence of financial means for the stay (extract from the bank account (bank statements from the last three months); or a declaration from the parents about the coverage of expenses accompanied by a certificate from employer indicating the salary; or certificate about the scholarship amount)
4. Confirmation of accommodation (accommodation at a dorm, or a rental contract accompanied by an extract from the real estate register about the owner)
5. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies)
6. Identification card (original and a copy).
7. Children under 18 years old: birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the minor.

#### **VIII. Persons travelling for the purpose of tourism**

1. Letter of employment specifying the occupied position, the monthly salary and stating that vacation is given for the period of the trip. In the case of children – a certificate from the education establishment
2. Workbook record or freelancer certificate or student card (original and a copy)
3. Detailed description of travel plans: route, dates and places
4. Confirmation of hotel reservation. This confirmation (which can be sent by fax or e-mail) must be issued by the hotel and contain its contact data (address, phone number)
5. Proof of sufficient financial means (copy of the credit card accompanied by a recent ATM slip or an extract from the bank account in original (bank statements from the last three months), or traveler checks signed by the holder)

6. A plane/bus ticket reservation (both ways). In case you travel by car – driver's license, certificate of registration of the car, Green Card Insurance (originals and copies)
7. Identification card (original and a copy).
8. Children under 18 years old: birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the minor.

**IX. Persons travelling for the purpose of transit**

1. Visa of the country of destination and a copy
2. Corresponding proof of the trip (car documents, travel tickets, hotel reservation if the duration of the transit is longer than one day)
3. Identification card (original and a copy). In the case of children under 18 y.o. – birth certificate (original and a copy) and authorization for expatriation signed by the legal representative of the minor who is not travelling with the latter.
4. Proof of means of subsistence

**X. Truck drivers**

1. A written request from the national association of carriers of the Republic of Moldova providing for international road transportation (i.e. the "International Road Association"), stating the purpose, itinerary, duration and frequency of the trips. The written request shall contain the registration number of the company that owns the truck and hired the driver as well as the registration number of the inviting company.
2. Workbook record or freelancer certificate (original and a copy)
3. Driver's license of the applicant (original and a copy) and the international driver's license (original and a copy)
4. TIR Certificate
5. Green Card Insurance for the truck
6. Contract of collaboration between the companies (original and a copy)
7. Identification card (original and a copy).

## ANNEX V

### List of supporting documents to be presented by Ukrainian citizens applying for a short stay visa in Ukraine

#### I List of general requirements for all visa applicants:

##### 1. Persons under the age of 18 that are travelling alone or with only one parent:

- Written consent from the parent/parents not travelling with the child. The written consent must have a stamp of a Notary public and has to be presented in original. If there is only one custodian this must be proved through a birth certificate, the court decision on sole custody or the death certificate of the other parent.
- Original or copy of the international or national passport of the parents.
- Birth certificate - original and copy.

#### 2. Proof of activity and income as evidence of financial ties with Ukraine

##### 2.1 Employed persons:

- Employment certificate confirming the position of employee, the date of employment, and the duration of the leave of absence. *The letter must give the name and position of the person signing, contact information for the company and registration information for the company.*
- The salary gained within the previous period of 6 months,

##### 2.2 Private entrepreneurs:

- License/registration with relevant Ukrainian authorities of the individual company or
- most recent tax statement

##### 2.3 Unemployed persons

- A written and signed statement explaining the financial situation of the traveler.

##### 2.4 Pensioners:

- Pension certificate

##### 2.5 Students and pupils:

- Confirmation from educational establishment with confirmation of leave of absence.

##### 2.6 Alternatively, as appropriate:

- Proof of ownership of property (land, house, car, or others if relevant) or



- Most recent tax statements (for first time travelers).

### **3. Proof of sufficient financial means to cover expenses to travel to the Schengen area**

*All applicants must document that they have the necessary financial means to cover the cost of the planned travel and the return to the home country by one of the following:*

#### **3.1 Sponsorship**

- Guarantee by sponsor.  
*Expenses may be covered by the host, if this possibility is permitted by the national legislation of the Member State of destination. The document that shows the host covering such expenses shall be made in accordance with national legislation (Austria, Belgium, Czech Republic, Denmark<sup>5</sup>, France, Germany, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and the Netherlands require national forms.*
- Guarantee by third party in Ukraine.  
*The guarantee must document that the third party has the financial means to give such a guarantee.*

#### **3.2 By own means**

- Bank account showing sufficient funds and activity over the last three months, or
- Traveler checks under the name of the applicant, duly signed, presented in original and copy.

### **4. Proof of accommodation**

- As guaranteed by host  
or
- Hotel booking or other proof of accommodation
- Documents regarding the purpose of the visit

*The written request (as mentioned in II – XVIII below) shall contain the following items:*  
*(a) for the invited person: name and surname, date of birth, sex, citizenship, number of the identity document, time and purpose of the journey, number of entries and name of minor children accompanying the invited person;*  
*(b) for the inviting person: name and surname and address; or*  
*(c) for the inviting legal person, company or organization: full name and address and - if the request is issued by an organization, the name and position of the person who signs the request;*

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<sup>5</sup> May be requested if Denmark is represented by another Member State.

*- if the inviting person is a legal person or company or an office or a branch of such legal person or company established in the territory of a Member State, the registration number as required by the national law of the Member State concerned.*

## II. Official visits

- Letter issued by an Ukrainian authority confirming that the applicant is a member of its delegation travelling to the other Party to participate in meetings, consultations, negotiations or exchange programmes, as well as events held by intergovernmental organizations in a member state.
- A copy of the official invitation.

## III. Business

- A written request from a host legal person or company, or an office or a branch of such legal person or company, State and local authorities of the Member States or organizing committees of trade and industrial exhibitions, conferences and symposia held in the territories of the Member States.
- Confirmation from applicant's employer that the purpose of travel is business.

## IV. Drivers conducting international cargo and passenger transportation services

- A written request from the national association of carriers of Ukraine providing for international road transportation, stating the purpose, duration, destination(s) and frequency of the trips.

## V. Members of train, refrigerator and locomotive crews in international trains travelling to the Member States

- A written request from the competent railway company of Ukraine stating the purpose, duration and frequency of the trips.

## VI. Journalists and the technical crews accompanying them

- A certificate or other document issued by a professional organization proving that the person concerned is a qualified journalist or a document issued by his/her employer stating that the purpose of the journey is to carry out journalistic work  
or
- Proof that the person is a member of the technical crew accompanying the journalist in a professional capacity.

## VII. Persons participating in scientific, cultural and artistic activities

- A written request from the host organization to participate in those activities;

## VIII. Pupils, students, post-graduate students and accompanying teachers who undertake trips for the purposes of study or educational training

- A written request or a certificate of enrolment from the host university, college or school or student cards or certificates of the courses to be attended.

#### IX. Participants in international sports events and persons accompanying them in a professional capacity

- A written request from the host organization: competent authorities, national sport Federations and National Olympic Committees of the Member States.

#### X. Participants in official exchange programmes organized by twin cities and other municipal entities

- A written request of the Head of Administration/Mayor of these cities or other municipal entities;

#### XI. Private visit to family or friends

- A written request (invitation) mentioning basic identifiers (name, date of birth and passport number) of an applicant and the relation to the inviting person and proof of the legal residence of the inviting person.
- A written request from the host and the proof of family tie (e.g. copy of the residence permit, document confirming the family tie) – for close relatives visiting Ukrainian citizens residing legally in a Schengen Member State.
- A proof of the family ties – for family members of EU/EEA or Swiss citizens.

#### XII. Relatives visiting for burial ceremonies

- An official document confirming the fact of death as well as confirmation of the family or other relationship between the applicant and the buried.

#### XIII. For visiting military and civil burial grounds

- An official document confirming the existence and preservation of the grave as well as family or other relationship between the applicant and the buried.

#### XIV. Medical reasons

- An official document of the medical institution confirming necessity of medical care in this institution, the necessity of being accompanied and proof of sufficient financial means to pay the medical treatment.

#### XV. Representatives of civil society organizations when undertaking trips for the purposes of educational training, seminars, conferences

- A written request issued by the host organization

- Confirmation that the person is representing the civil society organization in Ukraine
- Certificate of establishment of the organization from the relevant Register issued by a state authority in accordance with the national legislation of Ukraine;

*The document proving registration in Ukraine of a civil society organization is a letter issued by the State Registration Service of Ukraine with information from the Register of Public Associations.*

XVI. Members of the professions participating in international exhibitions, conferences, symposia, seminars or other similar events

- A written request from the host organization confirming that the person concerned is participating in the event;

XVII. Representatives of the religious communities

- A written request from a religious community registered in Ukraine, stating the purpose, duration and frequency of the trips;

*The document proving registration in Ukraine of a religious community is an extract from the Unified State Register of legal entities and individual entrepreneurs with information that organizational and legal form of a legal entity is religious community.*

XVIII. Participants in official EU cross-border cooperation programmes, such as under the European Neighborhood and Partnership Instrument (ENPI)

- A written request by the host organization.

XIX. Tourism

1. Group tourism

- Confirmation of booking of organized trip from organizing company (i.e. voucher).
- Proof of pre-/down-payment - If the confirmation of booking does not include such proof.

2. Individual tourism

- Booking confirmation of accommodation
- Detailed travel plan.

3. Transport

- Reservation of tickets or proof of other means of transport (*to be presented – if not included in confirmation of booking of the organized trip*).

## XX. Transit

- Visa or other entry permit for the third country of destination.
- Tickets for onward journey.

## ANNEX VI

### List of supporting documents to be submitted by applicants for short stay visas in the United Arab Emirates

- I. Documents to be provided by all visa applicants:
  - Copy of flight ticket or flight reservation including return flight.
  - Verifiable evidence of sufficient means of subsistence during intended stay such as a credit card valid throughout the intended stay or recent bank statements.
  - Minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian in front of a visa officer and copy of passport(s) of parents/legal guardian.
- II. Additionally for Non-Emirati nationals
  - Re-entry visa valid three months beyond the intended date of departure from the territory of the Member States.
  - UAE-ID-Card, valid for three months after the intended departure date from the territory of the Member States.
  - Bank statements for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay.
  - Original letter from employer stating employment status, position, length of contract and salary.
  - Self-employed persons: valid original trade licence.
- III. Additional documents to be submitted relating to the purpose of the journey
  - (1) Business
    - Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which shows the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses), including a proof of accommodation during the intended stay.
  - (2) Official delegation/mission
    - Letter issued by the authority(-ies) concerned confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or

events held by intergovernmental organizations), period of intended stay and accommodation details.

(3) Tourism or private visit

- For tourism: Proof of accommodation during intended stay: hotel reservation or copy of a rental contract or proof of residential property.
  
- For private visits: Original invitation letter signed by the host covering the intended stay using the official format required by the Member States' national legislation. For further information please visit the website(s) of the Member State(s) of destination.

(4) Medical treatment

- A document issued by the medical institution in the Schengen Member State confirming that the applicant will receive medical care in that institution.
  
- Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage.

(5) Study or training purposes for a stay shorter than 90 days

- A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training;
  
- Student cards or certificates of the courses to be attended.

(6) Airport transit

- Valid visa for the country of next or final destination.
  
  - Proof of the intention of carrying out the onward journey: copy of ticket or reservation of ticket for onward journey.
-