



Brussels, 16.3.2015  
C(2015) 1585 final

**COMMISSION IMPLEMENTING DECISION**

**of 16.3.2015**

**establishing the list of supporting documents to be presented by visa applicants in  
Angola, Armenia, Azerbaijan, Cuba and Palestine<sup>1</sup>**

(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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<sup>1</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

## COMMISSION IMPLEMENTING DECISION

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### establishing the list of supporting documents to be presented by visa applicants in Angola, Armenia, Azerbaijan, Cuba and Palestine<sup>1</sup>

(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)

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>2</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 90 days in any 180 days period.
- (2) In order to ensure harmonised application of the common visa policy, Regulation (EC) No 810/2009 established 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 Angola, Armenia, Azerbaijan, Cuba and Palestine has confirmed the need to harmonise the list of supporting documents and have accordingly drawn up a list.
- (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 applicants 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.
- (5) Given that Regulation (EC) No 810/2009 builds upon the Schengen acquis, Denmark, 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, decided to implement Regulation (EC) No 810/2009 in its national law. Denmark is therefore bound under international law to implement this Decision.

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<sup>1</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

<sup>2</sup> OJ L 243, 15.9.2009, p. 1.

- (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<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<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, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC<sup>5</sup>.
- (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<sup>6</sup>.
- (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<sup>7</sup>.

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

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

<sup>5</sup> Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application 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 (OJ L 176, 10.7.1999, p. 31).

<sup>6</sup> Council Decision 2008/146/EC of 28 January 2008 on the conclusion, on behalf of the European Community, 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 (OJ L 53, 27.2.2008, p. 1).

<sup>7</sup> Council Decision 2011/350/EU of 7 March 2011 on the conclusion, on behalf of the European Union, of the Protocol 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, relating to the abolition of checks at internal borders and movement of persons (OJ L 160, 18.6.2011, p. 19).

- (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*

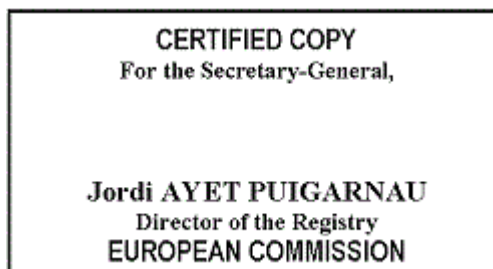
- (a) The list of supporting documents to be submitted by applicants for short stay visas in Angola shall be as set out in the Annex I.
- (b) The list of supporting documents to be submitted by applicants for short stay visas in Armenia shall be as set out in the Annex II.
- (c) The list of supporting documents to be submitted by applicants for short stay visas in Azerbaijan shall be as set out in the Annex III.
- (d) The list of supporting documents to be submitted by applicants for short stay visas in Cuba shall be as set out in the Annex IV.
- (e) The list of supporting documents to be submitted by applicants for short stay visas in Palestine shall be as set out in the Annex V.

*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, 16.3.2015

*For the Commission*  
*Dimitris AVRAMOPOULOS*  
*Member of the Commission*





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ANNEXES 1 to 5

## **ANNEXES**

**to the Commission Implementing Decision**

**establishing the list of supporting documents to be presented by visa applicants in  
Angola, Armenia, Azerbaijan, Cuba and Palestine**

## ANNEX I

### **List of supporting documents to be presented by visa applicants in Angola**

#### I. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- Non-Angolan nationals: a residence permit, valid for more than three months after the expected departure from the territory of the Member States.
- Confirmed flight reservation with fixed dates (not waitlisted).
- Minors: birth certificate of the child (*Assento de Nascimento*) or valid Identity Card (with the mention of parents' names) and application form signed by one parent or legal guardian.

If the minor(s) is/are travelling with only one parent, you also have to present: a photocopy of the authorization\* of the other parent not travelling, stating that the minor is authorized to undertake the journey, indicating the full itinerary and the person who will accompany the minor, and be accompanied by a photocopy of a valid visa or document that will enable that person to travel. Exceptions will be made to this if the single parent with whom the minor is travelling holds the parental authority alone, depending on proof by court decision or death certificate.

If the minor(s) is/are travelling alone:

- a photocopy of the authorization\* of the legal guardian or parental authority stating that the minor is authorized to undertake the journey, the full itinerary, identification of the responsible person (of full age) who will accompany the minor, as well as a photocopy of a valid visa or another document that will enable the person to travel;
- proof of means of subsistence of the person sponsoring the travel. In case of deceased parent(s), death certificate has to be presented.

*\* This authorization has to be certified by an Angolan Notary and the Angolan Ministry of Foreign Affairs.*

#### II. SPECIFIC REQUIREMENTS ACCORDING TO THE PURPOSE OF TRAVEL

##### 1. Business:

- An invitation from a company or authority to participate in a meeting, conference or a business / commercial event including all details (date of arrival and departure from the country of final destination).
- A letter from the employer signed by a director and his/her identification document, outlining the applicant's job status, the reason for the trip and who is responsible for the cost of the stay and the return to Angola.

If the applicant does not work for a third party, and/or has his/her own sources of income, he/she must present a letter to the Embassy or Consulate-General specifying the activity he/she practices and the reason for the journey.

- Hotel reservation or other proof of accommodation.

- Bank statements or salary slips, for the last three months, for persons who intend to cover the costs of the journey themselves.
  - If the company/authority who issued the invitation also takes responsibility for all the costs of the trip, he/she will also have sign a declaration in that sense.
2. Tourism/ private visit:
- Letter of Invitation issued by the inviting person accompanied by a copy of passport or copy of residence permit or the inviting person (France, Germany, Italy, Norway, Portugal, Spain and Sweden have specific formularies for this (cf. the websites of the relevant Member State)).
  - Hotel reservation or other proof of accommodation.
  - Bank statements or salary slips for the last three months, for persons who intend to cover the cost of the journey themselves.
  - If a third person covers the costs of the trip, he/she must sign a declaration to that effect and present proof of sufficient means to cover these costs (e.g. recent salary slips or bank statements, or an official form as required by some Member States (cf. the websites of the relevant Member State)).
3. Official mission:
- Note from the responsible institution indicating the reason for the journey and a declaration that the institution will cover the costs.
  - Holders of diplomatic, service/official or special passports: a *note verbale* from the Ministry of Foreign Affairs complying with the specimen provided by the MIREX (or, if the applicant is a non-Angolan national, from the third country's diplomatic mission).
4. Medical treatment:
- Official document of the receiving medical institution/doctor confirming that the specific and necessary medical treatment can be performed and that the patient will be admitted accordingly.
  - Proof of sufficient financial means to pay for the medical treatment and related expenses or proof of prepayment of the treatment.
5. Airport Transit:
- A valid entry permit for the country of destination.
  - Proof of reservation of onward journey.



## ANNEX II

### **List of supporting documents to be presented by visa applicants in Armenia**

#### **I. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS**

1. Airline ticket reservation
2. Proof of accommodation e.g. hotel booking
3. Proof of economic and social ties in Armenia and sufficient means of subsistence during the period of intended stay
  - Recent letter from the employer with salary indication (issued no later than a month ago)
  - Bank statement for the last three months
  - Proof of property ownership (cars, apartments or other real estate)
4. Non-Armenian nationals: Proof of legal residence in Armenia valid 3 months after the intended date of departure from the territory of Member States
5. Minors travelling without parents or with one parent
  - Birth Certificate
  - Marriage Certificate of parents
  - the consent of the parental authority or legal guardian only in case the minor travels alone or only with one parent.

#### **II. SPECIFIC REQUIREMENTS DEPENDING ON THE PURPOSE OF TRAVEL:**

1. Tourism
  - Proof of accommodation in all the Member States in case the applicant intends visit several Member States
2. Business
  - Invitation by an inviting company / legal person / branch in the Member State<sup>1</sup>
  - The invitation must specify whether the accommodation is provided by the inviting party. If this is not the case , a hotel booking is required
  - The invitation must specify who covers the expenses of the stay; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months are required
  - Private entrepreneurship: a registration of the applicant's company in the state register
3. Private visits (family/friends)
  - Invitation/sponsorship form validated by the competent authorities of the Member State with confirmation that the inviting / sponsoring party has sufficient financial means. Some Member States require that a national form be used (information to be obtained from the Member State of destination).

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<sup>1</sup> For Italy: an Italian State Register certificate and a copy of ID document of the person who signs the invitation letter must be attached

- The invitation/sponsorship form must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation/ sponsorship form must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
4. Visiting close relatives: spouses, children (including adopted children), parents (including legal custodians), grandparents, grandchildren visiting citizens of Armenia legally residing in the Member States, or citizens of the Union residing in the territory of the Member State of which they are nationals:
- Invitation validated by competent authorities with confirmation that the inviting party has sufficient financial means; or formal letter of obligation
  - An official document confirming the existence of relationship with proof of his / her legal residence in the country of destination
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
5. Travelling for medical reasons (and the need for being accompanied):
- An official document of the medical institution confirming medical care in that institution, the necessity of being accompanied and proof of sufficient financial means to pay the medical treatment
  - The official document must specify the details of the accommodation; in case the applicant does not stay in the hospital, a hotel booking is required.
6. Transit:
- Visa or other entry permit for the country of destination
7. Members of official delegations including permanent members of such delegations who, following an official invitation addressed to Armenia, shall participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of one of the Member States by intergovernmental organisations:
- a letter issued by a competent authority of Armenia confirming that the applicant is a member of its delegation, respectively a permanent member of its delegation, travelling to the territory of the other Party to participate in the aforementioned events, accompanied by a copy of the official invitation
  - The invitation must specify the details of the accommodation; in case it is not provided by the event organizer, a hotel booking is required
  - The letter or the official invitation must specify who covers the expenses. In case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
8. Pupils, students, post-graduate persons and accompanying teachers who undertake trips for the purposes of study or educational training, including in the framework of exchange programmes as well as other school-related activities:

- 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 the details of the accommodation; in case it is not provided, a hotel booking or any other proof of accommodation is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
9. Journalists and technical crew accompanying them in a professional capacity:
- a certificate or other document issued by a professional organisation or the applicant's employer proving that the person concerned is a qualified journalist and stating that the purpose of the journey is to carry out journalistic work or proving that he/she is a member of the technical crew accompanying the journalist in a professional capacity;
  - The certificate of the employer must indicate who covers the expenses. If the employer covers the costs, the employer's bank statement for the last three months is required. In case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
10. Participants in international sport events and persons accompanying them in a professional capacity:
- a written request from the host organisation, competent authorities, national sport federations or national Olympic committees of the Member State;
  - A written request must specify the details of the accommodation; if accommodation is not arranged by the event's organizer, a hotel booking is required.
  - A written request must specify who covers the costs; if the costs are covered by the event's organizer or the sending organization, its bank statement for the last three months is required.
11. Members of the professions participating in international exhibitions, conferences, symposia, seminars or other similar events:
- a written request from the host organisation confirming that the person concerned is participating in the event;
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
12. Representatives of civil society organisations and persons invited by Armenian community non-profit organisations registered in the Member States when undertaking trips for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes or Pan-Armenian and community support programmes:
- a written request issued by the host organisation, a confirmation that the person is representing the civil society organisation or participating in Pan-Armenian

or community support activities and the certificate on establishment of such organisation from the relevant register issued by a state authority in accordance with the national legislation;

- The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
- The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required

13. Persons participating in scientific, academic, cultural or artistic activities, including university and other exchange programmes:

- a written request from the host organisation to participate in the activities;
- The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
- The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.

14. Drivers conducting international cargo and passenger transportation services to the territories of the Member States in vehicles registered in Armenia:

- a written request from the national association (union) of carriers of Armenia providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips;

15. Participants of the official exchange programmes organised by twin cities and other municipal entities:

- a written request of the Head of Administration/Mayor of these cities or municipal authorities;
- The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
- The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.

16. 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.

## ANNEX III

### **List of supporting documents to be presented by visa applicants in Azerbaijan**

#### I. Documents to be presented by all visa applicants

##### 1.1. Flight or travel reservations or other proof of intended transport

A round trip booking, if applicable. The ticket should be bought only after the visa has been issued.

When applying for a visa for multiple entries: reservation for the first visit (a confirmed round trip ticket).

##### 1.2. Proof of accommodation

Voucher or booking from the hotel clearly indicating:

- name and surname of the applicant,
- duration of the stay
- date and name of the staff member who issued this document
- contact details of the hotel.

Students: confirmation that the applicant stays within a campus, if applicable.

In case of medical treatment: confirmation of stay in medical institution

##### 1.3. Proof of solvency

All categories of applicants apart from pupils should present at least one of the following:

- cash, traveller's cheques, credit cards, or other means of proving possession of sufficient means.
- original bank statements from the last 3 months;
- letter of employment in case of the absence of bank account;
- certificate of real estate property or proof of other assets;
- proof of pension; or
- proof of other regular income.

##### 1.4. Proof of sponsorship and /or private accommodation

The following Member States may require applicants to present proof of sponsorship and/or private accommodation issued in accordance with national legislation: Austria, Belgium, Denmark<sup>2</sup>, Germany, Greece, France, Latvia, Lithuania, Luxembourg, Netherlands, Slovenia, Slovakia, Sweden and Switzerland. Please refer to the official websites of the Member State for further information.

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<sup>2</sup> May be requested if Denmark is represented by another Member State.

1.5. Document to be provided by employees

A letter from the employer (in English, or in Azerbaijani language with English translation) on official company paper with stamp, signature, date and clearly mentioning: address, telephone and fax numbers of the employing company; the countersigning officer's name and position in the company, the name of the employee, position, salary and duration of employment.

1.6. Document to be provided by company owners

Original certificate of state registration or notarized copy of the certificate on registration (extract from state registry) and the Taxpayer Identification Number (TIN).

1.7. Document to be provided by pupils/students

Proof of enrolment in school or university.

1.8. Documents to be provided by minors (under 18 years of age):

Original birth certificate;

The consent of the parental authority and/or legal guardian shall be provided through an notarised certificate:

- a) If the minor travels alone or only with one parent.
- b) If the minor travels without his/her legal guardian.
- c) If the minor is travelling with one of his/her legal guardians.

If the parent(s) first name and family name are different than the ones presented in birth certificate of the minor, parents shall provide additional documents (Marriage Certificate(s) or Adoption paper(s) or documents proving a change of given name or surname confirming the parent(s) relationship with the minor.

1.9. Non-Azerbaijani nationals residing in Azerbaijan:

The temporary or permanent residence permit granted to the foreigner or stateless person residing in the Republic of Azerbaijan and the relevant card issued by the State Migration Service shall be valid 3 month beyond the intended date of departure from the territory of the Member States.

1.10. Documents proving the applicant's intention to leave the territory of the member states

One or more of the following documents should be provided:

- Proof of integration into the country of residence: family ties, professional status;
- Proof of regular income (salary slips, retirement fund etc.);
- Proof of real estate property, long term rent or lease agreement;
- Official letter of employment from employer including contact details stating that a leave of absence has been granted and that the applicant will be returning to his/her current job.
- If self-employed: a copy of business licence and tax return.

2. Journeys undertaken for the purpose of tourism  
Itinerary, if the applicant intends to visit more than one Member State.
3. Business trips:
  - 3.1. A written request from the host entity (legal person or company, organization or an office or a branch of such legal person or company, state, or local authorities of one of the Member States or organising committees or trade and industrial exhibitions, conferences and symposia held in the territory of one of the Member States) endorsed by the competent authorities in accordance with the national legislation. The request should be stamped, signed and contain the following information:
    - the full address and contact person of the company;
    - the name and position of the person, who signed the invitation letter;
    - the purpose and duration of the visit;
    - the person or the entity who will bear applicant's travel and living costs in case they are borne by the host person or entity.
  - 3.2. Information to be provided by the invited legal entity registered in Azerbaijan
    - Copy of the certificate on registration (extract from state registry) and Taxpayer Identification Number (TIN).
    - Official legal entity paper stamped and signed and contain the following information:
      - full address and contact person
      - name and position of the countersigning person
      - name, position, salary and years of employment of the employee, if applicable
      - nature of the work contract
      - person or legal entity which will bear the applicant's travel and living costs.
4. For journeys undertaken for the purposes of study or educational training, including in the framework of exchange programmes as well as other school related activities
  - A written request or a certificate of enrolment from the host school, university, institute, etc. in the Member State of destination
  - A written request or a certificate of enrolment should at least contain the following information:
    - the full address and name of the school, university, institute, etc.;
    - the name, nationality and date of birth of the accepted student;
    - purpose and duration of the stay.
5. Journeys undertaken for the purpose of official visits (bilateral or multilateral) – members of official delegations:
  - 5.1. Official invitation letter

Official invitation on official letter head paper, stamped and signed, from the inviting authority or international organisation, containing the following information:

- the full address and contacts of the authority or organization.
- the name and position of the officer, who signed the letter.
- the name, nationality, date of birth and function of the invited person.
- the purpose and duration of the visit.

#### 5.2. Confirmation of the relevant authority or organization in Azerbaijan

An official letter issued by an national authority or organization confirming that the applicant is a member of the official delegation travelling to a Member State to participate in official meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organizations with stamp and signature, mentioning clearly:

- the full address and contacts of the authority or organization
- the name and position of the countersigning officer.
- the name and position of the applicant.
- purpose and duration of the visit.

#### 6. For journeys undertaken to visit close relatives – spouse, children (including adopted), parents (including custodians), grandparents and grandchildren

- A written request from the host person according to the national legislation one of Member states.

#### 7. For journeys undertaken to visit family, other than the close relatives, as referred to in point 6, or friends:

- Invitation:

The following Member States' as Austria, Belgium, Denmark<sup>3</sup>, Germany, Greece, Hungary, France, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Slovenia, Slovakia and Switzerland may require applicants to present proof of sponsorship and/or private accommodation issued in accordance with national legislation.

- Proof of family ties or relationship:

The relationship may be substantiated with pictures and/or correspondence from previous meetings or events.

#### 8. For journeys undertaken for medical reasons (including necessary accompanying persons)

8.1. 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 for the medical treatment.

The aforementioned document has to contain at least the following details:

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<sup>3</sup> May be requested if Denmark is represented by another Member State.



- the full address and contacts of the medical institution.
  - the name and position of the countersigning person.
  - the name, nationality and date of birth of the patient.
  - duration of the treatment and duration of the stay.
9. For journeys undertaken for international sport events (including persons accompanying in a professional capacity).

9.1. A written request from the host organization, competent authorities, national sport Federations of the Member States or the Republic of Azerbaijan or National Olympic Committee of the Republic of Azerbaijan or National Olympic Committees of the Member States, containing the following information:

- the full address and name of the organization.
- the name and position of the countersigning person.
- purpose of the event and role of participant (s) from Azerbaijan
- duration of the stay.
- name of the person or the entity who will bear applicant's travel and living costs.

9.2. An entry ticket/voucher for international sport event(s) has to be presented by spectators or guests.

10. For journeys undertaken for scientific, academic, cultural or artistic activities, including university and other exchange programmes held on the territory of the Member State(s).

10.1. A written request from the host organisation to participate in those activities, containing the following information:

- the full address and name of the organization.
- the name and position of the countersigning person.
- purpose of the event and role of participant (s) from Azerbaijan
- duration of the stay.
- name of the person or the entity who will bear applicant's travel and living costs.

10.2. An entry ticket/voucher for cultural/artistic event(s) has to be presented by spectators or guests.

11. For journeys undertaken by drivers conducting international cargo and passenger transportation services between the territories of the Republic of Azerbaijan and the Member States in vehicles registered in the Member States or in the Republic of Azerbaijan:

- a written request from the national company or association (union) of carriers of the Republic of Azerbaijan or the national associations of carriers of the Member States providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips.

12. For journeys undertaken to carry out journalistic activities and for journeys undertaken by accredited persons accompanying journalists in a professional capacity:

- a certificate or other document issued by a professional organization or the applicant's employer proving that the person concerned is a qualified journalist and stating that the purpose of the journey is to carry out journalistic work or proving that he/she is a member of technical crew accompanying the journalist in a professional capacity.

13. For journeys undertaken to participate in the official exchange programmes organised by twin cities:

- a written request of the Head of Administration/Mayor of these cities from one of Member State.

14. 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:

- A written request from the host organization from one of Member State confirming that the person concerned is participating in the event.

15. For journeys undertaken by representatives of civil society organizations for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes:

- written request issued by the host organization, a confirmation that the person is representing the civil society organization and the certificate on establishment of such organization from the relevant register issued by a state authority in accordance with the national legislation.

16. For journeys undertaken by relatives visiting for burial ceremonies:

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

17. For visiting military or 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.

## ANNEX IV

### **List of supporting documents to be presented by visa applicants in Cuba**

- I. General requirements for all applicants
  - (1) Supporting documents which demonstrate the intention to return to Cuba
    - Return air ticket or ticket reservation;
    - Attestation of leave, if applicable;
    - Proof of family ties, if applicable: birth certificate, marriage certificate, birth certificate of children, etc.
    - For students, letter of school or university confirming permitted leave;
    - Proof of real estate property or residence, if applicable.
    - Proof of financial means: personal or family bank statements of the last three months, if applicable.
    - Proof of professional status demonstrating the stability of employment (e.g. recent bank statements for the last three months, labour contract).
  - (2) Supporting documents to prove financial coverage
    - Proof of financial means:  
Personal or family bank statements, cash, travellers' cheques or credit cards in the applicant's possession
    - Proof of travel arrangements:
      - (a) If trip is booked through a travel agency or a tour operator: a certificate or voucher (original) confirming the booking of an organised tour;
      - (b) Individual travellers: proof of hotel reservation and proof of travel arrangements.
  - (3) Minors travelling should also present the following supporting documents

- The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. (This condition shall not apply if the travelling parent can prove that he/she is a single parent or holds the parental authority alone);
- Proof of family ties with the host person if applicable;
- Letter of school confirming permitted leave, if applicable.

II. Documents to be submitted depending on the purpose of travel

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(1) Travelling for the purpose of visiting family/friend

- Stays in the Schengen area financed by an inviting party: original certificate of sponsorship and/or accommodation (some Member States require applicants to present proof of sponsorship and/or private accommodation according to national legislation) by means of a national form. Applicants are invited to seek further information at the consulates of the Member States concerned;
- Proof of family ties with the host person, if applicable.

(2) Travelling for the purpose of business

- Original invitation from a firm or an authority in the Schengen State (Public agency, Public University, etc.) 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;
- Other documents which show the existence of trade relations or relations for work purposes (e.g. contracts);
- Entry tickets for fairs and/or congresses, if applicable;
- Document proving the applicant's employment status in the company sending him/her and sponsorship of means of subsistence for the duration of the journey, if applicable;
- Other documents such as a Note Verbale from the related Cuban Ministry (i.e. MINCEX, MINREX, etc.), indicating purpose and duration of stay, if applicable.

(3) Travelling for the purpose of research, study or training

- Certificate of enrolment at an educational establishment for the purpose of studying, scientific or practical trainings (including vocational training) or other events enhancing professional and intellectual skills;
- A document proving the pre-payment of courses or trainings, if applicable;
- Other document such as a Note Verbale from the related Cuban Ministry (i.e. MINED, MINREX), indicating purpose and duration of stay, if applicable.

(4) Travelling for the purpose of participation in political, scientific, cultural, sports or religious events

- Official invitation, entry tickets, enrolments or programmes stating the name of the host organisation and the length of the stay;
- Attestation of costs coverage for the duration of the journey;
- Other document such as a Note Verbale from the related Cuban Ministry, indicating purpose and duration of stay, if applicable.

(5) Travelling for the purpose of an official visit

- Note Verbale from the related Cuban Ministry confirming that the applicant is a member of the official delegation travelling to a Member State.

(6) Airport transit, if applicable:

- Proof of entry permit for the country of final destination and tickets for onward journey.

## ANNEX V

### **List of supporting documents to be presented by visa applicants in Palestine**

#### **I. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS**

- Document that proves accommodation in the Member State: booking of hotel reservation for whole period of stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by host.
- Proof of solvency : copy of bank statements for the last 3 months, and/or copy of credit card with credit card statements, and/or copy of salary slips of the last 3 months, and/or letter of invitation by company/institution confirming that they bear all costs related to travel and stay.
- Information about travel arrangement: reservation of round-trip ticket with intended dates of travel.
- Copy of ID

#### **II. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE VISIT**

##### **1. Business visit**

- Signed invitation from Member State’s company including full name of the applicant, purpose and length of visit, who will cover costs of travel and accommodation, company’s contact details;
- Letter from employer stating that applicant is the employee of the company, mentioning position and salary as well as professional mission.

##### **2. Visit of a friend**

- Signed invitation from a friend including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the host). Some Member States require that the inviting person use a standard form of proof of sponsorship and/or private accommodation (cf. the website of the Member State concerned);
- Work confirmation letter from the employer with indication of annual leave.

##### **3. Visit of a relative**

- Signed invitation from the relative including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the host). Some Schengen States require that the inviting person use a standard form of proof of sponsorship and/or private accommodation;
- Copy of relevant documents proving the family relations (certificates of birth, marriage etc.).

- Work confirmation letter from the employer with indication of annual leave.
4. Training/internship/seminar/course
- Certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the education establishment/company/institution;
  - In case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid.
5. Political, scientific, cultural, sports or religious events
- Signed invitation from the organizing authority of the event including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the organizing authority;
  - Documents that prove applicant's connection with the sending organization.
6. Tourism
- Work confirmation letter from the employer with indication of annual leave.