

## **Checklist for Business Visa**

### **VERY IMPORTANT**

**Please note** that nationals of the third countries listed below shall submit a police-certified invitation to their application, regardless of the purpose of the journey. Information on exemptions will be provided by the diplomatic missions.

- Bangladesh, Belarus, Iran, Morocco, Pakistan, Vietnam

#### **1. An Official letter by a dispatching organization applying for a visa for its employees**

#### **2. Visa Application Form**

The applicant must fill out and sign the application. Suppose the applicant is under eighteen (18) or lacks legal capacity. In that case, the application shall be signed by a parent or guardian who is required to attach a copy of the document identifying them as the applicant's legal guardian.

#### **3. Photo-** Present a full-face color photo, conform to [ICAO standards](#)

Please provide one recent photograph of yourself, which should not have been used previously in the passport. The photograph should be in color and:

- no more than 6-months old
- 35–40mm in width
- Must have a white background.
- Clear sharp quality and with the face in focus.
- Printed on normal photographic paper in color (camera print).
- Full face, non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background]

Note: Please follow these instructions carefully. If the photographs presented do not meet these requirements your application will be considered incomplete. As an option you may choose to have your picture taken and printed at the BLS Visa Application center which meets the Schengen requirements.

#### **4. Passport (Original) Present a valid travel document, which should:**

- Be valid at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last planned date of departure from the territory of the Member States.
- Contain at least two blank pages;
- Have been issued within the previous ten (10) years.

#### **5. US Residence Proof: For Applicants residing outside the country of his/her nationality.**

- A document confirming the legal residence on the territory of the country (e.g. residence permit, long-term visa, green card) is submitted as a proof of territorial competence of the diplomatic mission to process the visa application.

#### **6. Proof of Jurisdiction: State ID, Utility Bill, Bank Statements, Tax page.**

#### **7. Proof of accommodation-** Present documents in relation to accommodation

- a voucher issued by the travel agency confirming the provided services;
- a confirmation of accommodation issued by the hotel or accommodation facility;
- an invitation confirming that the inviting party is providing the accommodation for the applicant;
- a confirmation of accommodation issued by the private person providing the accommodation in his/her own the apartment/house;

- Other documents related to accommodation or the proof of sufficient means to cover the accommodation.

## **8. Proof of Sufficient Financial means for the intended stay**

- a recent bank account statements showing movements over a certain period (at least the last three months);
- a document confirming the regular income (salary, pension) of the applicant (e.g. salary slips, certificate of employment, work contract);
- registered proof of sponsorship and private accommodation - a letter of invitation authenticated by the competent department of Bureau of Border and Foreign Police Bureau of the Presidium of the Police Force;
- traveler's cheque;
- Other documents safeguarding funds in a convertible currency.

## **9. Documents Supporting intention to return**

- a return (not open) air/bus/train ticket;
- proof of financial means in the country of residence;
- proof of employment in the home country;
- proof of real estate property;
- proof of integration into the country of residence: family ties; professional status.

## **10. Travel Insurance - Present proof of possession of adequate and valid travel medical insurance**

The insurance must cover any expenses which may arise in connection with the repatriation for medical reasons, urgent medical treatment, emergency hospital treatment, or death during the stay on the territory of the Member States. Applicants for a Schengen visa for multiple entries must prove that they have adequate and valid travel medical insurance covering the period of their first intended visit. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30, 000.

## **11. Consent for minors traveling without parents**

- Birth certificate of the minor applicant (for verification of the authorization of submission of the visa application on behalf of the applicant).
- Consent of the parent or legal guardian to independent travelling of the child (if required by legislation of the country of residence or in accordance with the local conditions).

If the visa applicant is a citizen of a country with which the EU has concluded a visa facilitation agreement, the details of the documents on the purpose of travel presented by certain categories of visa applicants are stipulated in those agreements.

Please note that nationals of the third countries listed below shall submit a police-certified invitation to their application, regardless of the purpose of the journey. Information on exemptions will be provided by the diplomatic missions.

Bangladesh, Belarus, Iran, Morocco, Pakistan, Vietnam

### Other documents

In individual cases the diplomatic mission may ask for submission of additional documents in order to verify the declared purpose of the visit and applicant's intention to return to their home country or the country of their residence.

Schengen visas of family members of citizens of EU/EEA and Swiss Confederation are granted under special and [simplified conditions](#).

In order to obtain the detailed and up-to-date information on conditions of submission of the application for a Schengen visa the competent diplomatic mission should be contacted. The general information above may not cover all visa requirements or exemptions applicable to the specific territory. The extend of supporting documents submitted with the visa application may vary, depending on the existing visa facilitation agreements, local conditions, and rules agreed on within the local Schengen cooperation of the Member States.