



EUROPEAN COMMISSION

Brussels, 4.8.2011  
C(2011) 5500 final

**COMMISSION IMPLEMENTING DECISION**

**of 4.8.2011**

**establishing the list of supporting documents to be presented by visa applicants in China (in Beijing, Guangzhou, Chengdu, Shanghai and Wuhan), Saudi Arabia Indonesia and Vietnam (in Hanoi and Ho-Chi Minh City)**

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

## COMMISSION IMPLEMENTING DECISION

of 4.8.2011

**establishing the list of supporting documents to be presented by visa applicants in China (in Beijing, Guangzhou, Chengdu, Shanghai and Wuhan), Saudi Arabia Indonesia and Vietnam (in Hanoi and Ho-Chi Minh City)**

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

THE EUROPEAN COMMISSION,

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

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

Whereas:

- (1) Regulation (EC) No 810/2009 lays down the Union rules for the issuing of visas for transit through or intended stays in the territory of Member States not exceeding three months in any six-months period.
- (2) According to Article 14 of Regulation (EC) No 810/2009 and Annex II thereto, visa applicants should present documents indicating among others the purpose of the journey and that they fulfil the entry conditions as set out in Article 5 of Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing the Community Code on the rules governing the movement of persons across borders (Schengen Borders Code)<sup>2</sup>. In order to ensure a harmonised application of the common visa policy, Article 14(5) of Regulation (EC) No 810/2009 establishes that within local Schengen cooperation the need to complete and harmonise the lists of supporting documents should be assessed in each jurisdiction in order to take account of local circumstances.
- (3) The local Schengen cooperation in China (in Beijing, Guangzhou, Chengdu, Shanghai and Wuhan), Saudi Arabia, Indonesia and Vietnam (in Hanoi [and Ho-Chi Minh City]) have confirmed the need for such a harmonisation of the lists of supporting documents and have drawn up harmonised lists.

---

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

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

- (4) This harmonisation should not prejudice the possibility in individual cases either to waive one or more of the listed supporting documents for applicants known by the consulate for their integrity and reliability in accordance with Article 14(6) of the Visa Code or, during the examination of an application, in justified cases 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 in accordance with Article 5 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community and Article 4 of Protocol (No 22) on the position of Denmark, annexed to the Treaty on the European Union and the Treaty on the Functioning of the European Union, Denmark notified the implementation of this acquis in its national law. It is therefore bound under international law to implement this Decision.
- (6) This Decision constitutes a development of provisions of the Schengen acquis in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen acquis<sup>3</sup>. The United Kingdom is therefore not bound by it or subject to its application. This Decision should therefore not be addressed to the United Kingdom.
- (7) This Decision constitutes a development of provisions of the Schengen acquis in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen acquis<sup>4</sup>. Ireland is therefore not bound by it or subject to its application. This Decision should therefore not be addressed to Ireland.
- (8) As regards Iceland and Norway, this Decision constitutes a development of provisions of the Schengen acquis within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen acquis<sup>5</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC of 17 May 1999<sup>6</sup> on certain arrangements for the application of that Agreement.
- (9) As regards Switzerland, this Decision constitutes a development of the provisions of the Schengen acquis within the meaning of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen acquis<sup>7</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC<sup>8</sup> read in conjunction with Article 3 of the Council Decisions 2008/146/EC<sup>9</sup>.

---

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

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

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

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

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

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

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

- (10) As regards Liechtenstein, this Decision constitutes a development of the provisions of the Schengen acquis within the meaning of the Protocol 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 the Council Decision 2011/350/EU<sup>10</sup>.
- (11) As regards Cyprus, this Decision constitutes provisions building on the Schengen acquis or otherwise related to it within the meaning of Article 3(2) of the 2003 Act of Accession.
- (12) As regards Bulgaria and Romania, this Decision constitutes provisions building on the Schengen acquis or otherwise related to it within the meaning of and of Article 4(2) of the 2005 Act of Accession.
- (13) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee,

HAS ADOPTED THIS DECISION:

*Article 1*

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

- (a) China (Beijing, Guangzhou, Chengdu, Shanghai and Wuhan) is set out in Annex 1;
- (b) Saudi Arabia is set out in Annex 2;
- (c) Indonesia is set out in Annex 3;
- (d) Vietnam (Hanoi and Ho-Chi Minh City) is set out in Annex 4.

---

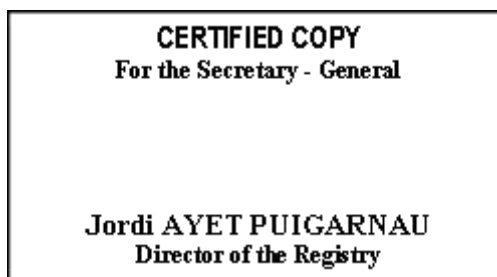
<sup>10</sup> OJ L 160, 18.6.2011, p. 19....

*Article 2*

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

Done at Brussels, 4.8.2011

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



**ANNEX**

## ANNEX

### ANNEX 1

#### **List of supporting documents to be submitted by applicants for short stay visas in China (in Beijing, Guangzhou, Chengdu, Shanghai and Wuhan)**

- (a) **List of supporting documents to be submitted by applicants travelling for the purpose of tourism**
- **Flight reservation:** When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!
  - **For minors (under 18)** Student card & Original letter of the school, mentioning:
    - full address, telephone number of the school
    - permission for absence
    - name and function of the person giving the permission.
    - 1 photocopy thereof
  - **Minors travelling alone or with one parent:**
    - Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by MFA, and when not in China, attested by the relevant authorities in the country of residence.
    - Notary Certificate of family relation or proof of guardianship, legalised by MFA.
  - **Original "Hukou" (no translation):** With photocopies of all pages (only for Chinese nationals).
  - **Proof of accommodation :** For the whole duration of the intended stay.

- **Travel programme :** Documents providing clear evidences about your travel programme (booking transportation, itinerary, etc.).
- **Proof of solvency of the applicant:** Bank statements from the last 3 to 6 months, no deposits
  - **For employees:**
    - a sealed copy of the business licence of the employing company
    - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
      - address, telephone and fax numbers of the employing company
      - the name and position in the employing company of the countersigning officer
      - the name of the applicant, position, salary and years of service
      - approval for leave or absence
  - **For retired persons:**
    - Proof of pension or other regular income
  - **For unemployed adults:**
    - If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.
    - If single/divorced/widow/widower: Any other proof of regular income.

**(b) List of supporting documents to be submitted by applicants travelling for the purpose of business visit or short professional training**

- **Flight reservation: When applying for a visa for multiple visits:** reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!
- **Proof of solvency:**
  - Bank statements from the last 3 to 6 months, no deposits
  - Proof of the solvency of your (employer's) company, if the company pays the costs of travel and living; or

- Proof of your personal solvency, in case personally covering the costs of travel and living
- Proof of solvency for employees:
  - a sealed copy of the business licence of employing company
  - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
    - address, telephone and fax numbers of the company
    - the name and position in the company of the countersigning officer
    - the name of the applicant, position, salary and years of service
    - approval for leave or absence
- **Proof of accommodation:** For the whole duration of the intended stay in the territory of the member states of the Schengen area.
- **Business License of your company and original letter from your employer:**
  - A sealed copy of the business license
    - On official company paper with stamp and signature, mentioning clearly:
      - full address and contact persons of the company
      - the name and position of the countersigning officer
      - name, position, salary and years of employment
      - the purpose of the visit
        - confirmation of position after the return;
        - the person or the entity who will bear your travel and living costs
- **Original invitation letter from the organiser of the event or the training:**
  - On official company paper with stamp and signature, mentioning clearly:
    - the full address and contacts of the company
    - the name and position of the countersigning officer
    - purpose + duration of the visit
    - detailed program



- the person or the entity who will bear applicant's travel and living costs;
  - whether the sponsor gives financial guaranty for the applicant's return to China;
  - proof of registration from a Chamber of Commerce, if applicable
- **Work Permit (if applicable):** A work permit may be needed in the following cases:
  - Business training “on the job”
  - Working for company in the Member State of destination

**(c) List of supporting documents to be submitted by applicants travelling for the purpose of visit to family / friends**

- **Flight reservation :**When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!
- **For minors (under 18): Student card + Original letter of the school, mentioning:**
  - full address, telephone number of the school
  - permission for absence
  - name and function of the person giving the permission
  - 1 photocopy thereof
    - Minors travelling alone or with one parent:
      - Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by MFA, and when not in China, attested by the relevant authorities in the country of residence.
      - Notary Certificate of family relation or proof of guardianship, legalised by MFA.
- **(Official) invitation letter (not older than 6 months)**

An official invitation issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor.

- **Original financial guaranty by the sponsor**
  - **If the sponsor lives in the country of destination:**
    - Proof of a regular income over the last 3 months, or

- a declaration of guarantee as provided for by the country of destination's national legislation.
- **If the sponsor lives in China but invites the applicant to travel together to the country of destination**
  - signed guarantee letter
  - copy of the residence permit for China
  - proof of a regular income (letter employer)
  - proof of a residence in the country of destination or invitation to stay with close family
- **Proof of relationship with sponsor**
  - **For family visit:** a notary certificate of family
- **relationship with the sponsor, legalised by MFA.**
  - **For friends visit:** the relationship can be substantiated with original documents, original pictures, letter of invitation etc.
- **Original "Hukou" (no translation):** With photocopies of all pages (only for Chinese nationals).
- **Proof of solvency of the applicant:** Bank statements from the last 3 to 6 months, no deposits
  - **For employees:**
    - a sealed copy of the business licence of the employing company
    - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
      - address, telephone and fax numbers of the employing company;
      - the name and position in the employing company of the countersigning officer;
      - the name of the applicant, position, salary and years of service;
      - approval for leave or absence.
  - **For retired persons:**
    - Proof of pension or other regular income
  - **For unemployed adults:**

- If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.
- If single/divorced/widow/widower: Any other proof of regular income.

**(d) List of supporting documents to be submitted by applicants travelling for the purpose of cultural / sport events**

- **Flight reservation:**
  - **When applying for a visa for multiple visits** : reservation of the first visit  
Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!
- **For minors (under 18):**
  - **Student card + Original letter of the school, mentioning:**
    - full address, telephone numbers of the school
    - permission for absence
    - name and function of the person giving the permission.
    - 1 photocopy thereof
  - **Minors travelling alone or with one parent:**
    - Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by MFA, and when not in China, attested by the relevant authorities in the country of residence.
    - Notary Certificate of family relation or proof of guardianship, legalised by MFA.
- **Proof of accommodation:**
  - For the whole duration of the intended stay.
- **Original invitation letter from the organiser of the event of the country of destination:**
  - On official paper, mentioning clearly:
    - purpose and duration of the stay;
    - detailed program and itinerary;
    - an indication of the costs of the study/sport and entity that will pay for them;

- indication of lodging during the period of the intended stay.
- **Original letter from the Chinese cultural or sports organisation** (The letter must be in English or in Chinese + translation in English)
  - On official paper with stamp, mentioning clearly:
    - full address and contacts of the organisation
    - the name and position of the countersigning officer
    - name, position, salary and years of employment (only for professionals)
    - confirmation of participation;
    - entity that will pay for costs of travel and living
    - copy of business licence (+ translation in English)
- (e) **List of supporting documents to be submitted by individual members of an ADS Group**
  - **For minors (under 18)**
    - **Student card + Original letter of the school, mentioning:**
      - full address, telephone number of the school
      - permission for absence
      - name and function of the person giving the permission
      - 1 photocopy thereof
    - **Minors travelling alone or with one parent:**
      - Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by MFA, and when not in China, attested by the relevant authorities in the country of residence.
      - Notary Certificate of family relation or proof of guardianship, legalised by MFA.
  - **Original "Hukou" (no translation):**
    - **With photocopies of all pages (only for Chinese nationals).**
  - **Proof of solvency of the applicant:**
    - **Bank statements from the last 3 to 6 months, no deposits**

- **For employees:**
  - a sealed copy of the business licence of the employing company
  - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
    - address, telephone and fax numbers of the employing company
    - the name and position in the employing company of the countersigning officer
    - the name of the applicant, position, salary and years of service
    - approval for leave or absence
- **For retired persons:**
  - Proof of pension or other regular income
- **For unemployed adults:**
  - If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.
  - If single/divorced/widow/widower: Any other proof of regular income.

## ANNEX 2

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

#### Saudi Arabia

##### (1) 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.
- For minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.

##### • Additionally, for Non-Saudi Nationals

- Iqama and 1 copy thereof.
- Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States and 1 copy thereof.
- Bank statement for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay.
- Original letter from sponsor in Saudi Arabia, stating employment status, position, length of contract and salary, stamped by the Chamber of Commerce. Self-sponsored: valid original trade licence and 1 copy thereof with translation.

##### (2) Visa for Business Travel

- Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which show 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.

##### (3) Visa for Tourism or for Private Visits

- 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 [where applicable: using the official format required by the Member State's national legislation. For further information, please verify the website of the Member State(s) of destination].

##### (4) Visa for 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) Visa for Study or Training**

- Certificate of enrolment at an educational establishment in the Schengen Member State for the purposes of attending vocational or theoretical courses within the framework of basic and further training or student cards or certificates of the courses to be attended.

**(6) Diplomatic and other Official Government Missions**

- Verbal Note from the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia.

• **For Non-Saudi Nationals:**

- Verbal Note from their Ministry of Foreign Affairs or Diplomatic Mission in Saudi Arabia.

**(7) Airport Transit Visa**

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

## ANNEX 3

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

- **Proof of financial means (one or more of the following documents):**
  - Job letter indicating the duration of recruitment, responsibility and salary
  - Copy of labour contract
  - Recent personal bank statement or balance over the last three months
  - International credit card with a photocopy, etc. It can be considered as well to ask the applicant to provide a copy of his /her bank statements associated to that credit card.
  - Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.
- **Plane ticket:** copy of the flight booking with Passenger Registration Number (or booking number) and travel itinerary. The ticket should prove that the stay in the Schengen area does not exceed 90 days.
- **Proof "travel medical insurance** covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be EUR 30 000.
- **Payment of consular fees** with the visa application: the counter value of EUR 60 in IDR at the consular rate of the diplomatic mission. Infants under 6 years of age free, from 6 to 12 years 35 euros. Diplomats and holders of Service Passports who provide a Note Verbale specifying the purpose of their trip are free of charge.
- **Proof of purpose of intended stay:**
  - **Private visit**
    - In case of stay at a private address of family or a friend: written and signed invitation. For some Schengen States the signature on this invitation should be legalised by the competent authorities.
    - In case of stay in a hotel or guesthouse: confirmed hotel booking and/or proof of payment, both for the whole period of stay
    - If the applicant cannot prove sufficient own financial means, (s)he has to present an original letter of guarantee (sponsorship letter) or a formal obligation signed by an EU-national or resident (and legalised by the immigration authorities).



- If deemed necessary: proof of relationship between visa applicant and person to be visited

– **Business trip**

- Letter of the Indonesian company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- Invitation from the company that will be visited. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Schengen State during the invitation.
- Proof of recent business contacts. In case of doubt repeated invitations from the same company in favour of the same applicant, documents in order to prove that the continuation of the commercial relationship with the company that invites (contracts, bills, etc)
- If the goal is to attend commercial fairs or congress, letters of invitation from the organisation of these events or invitations to attend them.

– **Trips for political, scientific or cultural reasons, to attend sport events or for religious purposes**

- Letter of invitation from the Schengen State in which it is stated the name of the organisation, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation.

– **Medical treatment**

- Letter from the applicant's physician or the hospital in Indonesia
- Letter from a physician or a hospital in the Schengen area confirming the appointment; and confirming as well the necessity of treatment at that hospital or clinic.
- Proof of medical insurance or proof of payment for medical treatment (apart from the travel insurance). The applicant must present documents that prove that he has enough economic means to pay the medical treatment in its country of destination.

– **Minors**

- In case of a minor under 18 travelling alone or with one parent:
  - written permission is needed from both parents/guardians or from the parent who does not travel.
  - The signature(s) should be legalised (this can be done at the notary office, signature with IDR 6 000 stamp will not be accepted). This permission will specify the authorisation to travel alone as well as the motive of the journey.

- The minor should at all times during the journey carry this authorisation on him or her.
- Photocopy of the birth certificate of the minor.
- **Transit**
  - In case of transit through the Schengen area, the applicant shall present the visa of the country to be visited after the transit, as well as the reservation of the airplane tickets towards its final destination. In case of need to spend the night in the country of destination, the applicant shall present hotel reservation.
- **Transit of seafarers: Specific requirements**
  - Seaman's passport with a minimum validity of 6 months.
  - Invitation from the maritime agency of the Schengen State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data: name and family name of the seafarer, place and date of birth, passport number, number of naval passport, date of issue, period of validity, position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter), date and airport of entry into the Schengen area, name of the boat, port of boarding, duration of the stay of the seafarer in the boat, port of exit, date of return to Indonesia, itinerary that the seafarer will follow to arrive in the Schengen State of destination and to return to Indonesia.
  - In the letter of invitation, the maritime agency from the Schengen State should indicate the name and address of the Indonesian agency which collaborates with her or which will be in charge of presenting the Visa applications or that will be in charge of taking care of the seafarer once he arrives in the Schengen State in order to transport him to the sea port to board.
  - If the application is presented by a maritime agency of Indonesia, letter of invitation of the Indonesian agency that includes a list of the seafarer(s), in which is stated their employment on the ship.
  - Photocopy of the working contracts of the seafarer in order to board the ship.

## ANNEX 4

### List of supporting documents to be submitted by applicants for short stay visas in Vietnam (in Hanoi and Ho-Chi Minh City)

#### All applications for Schengen visa must contain:

#### (1) Proof of financial means

- Original bank account statements (company or individual) on the turnover during the last three months. In addition:
  - If the applicant is employed:
    - The last three payslips;
    - Labour contract or recent employer statement;
    - Approval for holidays.
  - If the applicant is a company owner or self-employed:
    - Certificate of registration of the company\*<sup>11</sup>;
    - Statement of taxes payment.
  - If the applicant is retired:
    - Pension statements.
  - Other means:
    - Remittances;
    - Credit cards;
    - Regular incomes generated by property.
  - If the applicant is sponsored and /or hosted in a private accommodation
    - Applicants' proof of sponsorship / private accommodation by means of national form
    - Original invitation/guarantee letter;

---

<sup>11</sup> Official documents marked with \* must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.

- Copy of the passport or national identification card of the sponsor/host;
  - Copy of the residence permit, if the sponsor/host is foreigner;
  - Bank account statements on the turnover during the last three months of the sponsor/host when its/his/her financial means are not proven otherwise.
- (2) **Proof of lodging**, hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.
- (3) **Proof of integration** into the country of residence: Household registration record (Hộ khẩu Gia đình)\*.
- (4) **If the applicant is a minor:**
- If the minor travels with only parent only, written consent of the other parent or guardian, except in cases of a parent having the care or custody alone\*;
  - If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant\*;
  - Birth certificate of the applicant\*;
  - Copies of the ID cards of the parents\*.
- (5) **Documents regarding the means of transport**
- Flight reservation of return or round ticket. The applicant will have to show proof of return travel when entering the Schengen Area.
- (6) **Travel medical insurance** covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (minimum coverage EUR 30 000).

**ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:**

- **Business trips:**
  - An invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work;
  - Other documents which show the existence of trade or work relations;
  - Entry tickets for fairs and congresses, if applicable;
  - Documents proving the business activities of the company (import-export license, proof of prior businesses, certificate of registration of the company\*...);

- Certificate of the employment with stamp signed by a senior manager indicating the status of the applicant in the company.
- **Journeys undertaken for the purpose of study or other types of training:**
  - Certificate of enrolment at an education establishment for the purpose of attending vocational or theoretical courses within the framework of basic or further training;
  - Student cards or certificates of the courses to be attended.
- **Journeys undertaken for the purpose of tourism or for private reasons:**
  - Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the envisaged travel plans;
  - If the applicant is visiting relatives:
    - Certificate of the existence of family relations\*;
    - If the applicant is married, marriage certificate\*.
- **Journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:**
  - Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey.
- **Journeys of members of official delegations who, following an official invitation, participate in meetings, consultations, negotiations or exchange programmes, as well as events held in the territory of a Member State by intergovernmental organisations:**
  - Copy of the official invitation;
  - Verbal note issued by an authority concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the abovementioned events.
- **Journeys undertaken for medical reasons:**
  - Certificate from a medical doctor (designated by the consulate) and/or a medical institution confirming the need of specific medical treatment to be received in the destination country;
  - An official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly;
  - Proof of pre-payment of the treatment;

- Any other correspondence between the sending medical doctor and the receiving hospitals, if available.
- **Airport transit visa**
  - Visa or other entry permit for the third country of destination.
  - Continuation flight tickets (proof of carrying out the onward journey).