



Brussels, 6.5.2019  
C(2019) 3271 final

ANNEXES 1 to 6

## **ANNEXES**

**to the Commission Implementing Decision**

**establishing the list of supporting documents to be submitted by applicants for short stay visas in Canada, Ghana, Israel, Mexico, Senegal and Tunisia**

## ANNEX I

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

#### **Part I: General requirements**

##### **1. Proof of legal residence in Canada and re-entry document**

- For travellers returning to Canada:  
A Canadian permanent residence card or visa (valid for at least three months after the date of re-entry).
  
- For travellers proceeding to onward travel (not returning to Canada), after leaving the territory of the Member States:  
Travel reservation (plane/train ticket) and relevant visa or travel document authorising entry into the country of destination.

##### **2. Proof of travel arrangements**

A round trip flight/travel reservation or other proof of intended transport and full itinerary, if the visit concerns several Member States and Member States not applying the common visa policy.

##### **3. Proof of sufficient means of subsistence for the intended journey**

- Bank account statement(s) during the last three months clearly indicating the name of the bank account holder(s); or other proof of funds such as:
  - a) recent bank account statements showing movements over a certain period (at least the last three months);
  - b) credit card(s) and a credit card account statement clearly indicating the cardholder's name;
  - c) traveller's cheques;
  - d) salary slips;
  - e) certificate of employment;
  - f) registered proof of sponsorship and/or private accommodation.
  
- Travelling for the purpose of business: If applicable, letter stating that all expenses are fully covered (e.g. a written proof that the employer/company sponsor pays the expenses).
  
- In case of self-employment: business registration and/or proof of funds.
  
- Students/researchers, if applicable, letter stating that all expenses are fully covered.

#### **4. Minors travelling without parents/guardians or with one parent/guardian only**

Consent of the parent(s) or the legal guardian(s).

### **Part II — Documents to be submitted depending on purpose**

#### **1. Tourism**

- Individuals: confirmed hotel reservations, stating the name, address and telephone number of the hotel, including the booking confirmation number.
- Groups: the letter of the travel agency mentioning the same information as for individuals, or other proof of accommodation (e.g. rental agreement).

#### **2. Visiting family and friends**

- Invitation letter from the friend/relative (some Member States may require that a specific form be used for the invitation letter — cf. information by the Member State concerned).
- Copy of the ID card (national or residence permit) of the friend/relative.

#### **3. Business**

- An invitation letter from the business partner specifying the nature of the business (some Member States may require that a specific form be used (cf. information by the Member State concerned).
- Reference letter from the employer; and
- Confirmed accommodation if different from the hotel, stating the name, address and telephone number of the accommodation.

#### **4. Students/researchers**

- Letter from the receiving institution on the length and purpose of the stay;
- Letter from the home institution on enrolment; and
- Confirmed accommodation.

## ANNEX II

### **List of supporting documents to be presented by applicants for short stay visas in Ghana**

#### **I. General requirements**

1. Proof of accommodation/hotel reservation.
2. Birth certificate.
3. If minors (under 18) are not accompanied by one of the parents: parental consent of both parents and copies of their id/passport. The consent of the parents/legal guardians should be required only if the minor travels alone or only with one parent. Exceptions are made if the single parent with whom the minor is to travel holds sole custody.
4. Booking slip or reservation for the round-trip ticket.
5. Holders of diplomatic and service passport: note verbale.
6. Proof of social and economic ties in Ghana:
  - a) If applicable, evidence of social ties such as a marriage certificate, birth certificates of dependent children, an official leave letter from the university or school including proof of paid school fees and school reports;
  - b) Bank statements for the last three months;
  - c) If applicable, employment letter stating employment terms and conditions and monthly income;
  - d) Salary slips for the last three months or an employment contract (if employed);
  - e) Business papers such as a business registration certificate, tax clearance certificates, proof of an active business (bills of lading, import declaration forms, invoices (if self-employed).
7. Proof of sufficient financial means for intended stay:
  - a) Proof of financial means: e.g. personal and globally accessible bank account, bank statements and pay slips for the last three months.
  - b) If the costs for the trip are not covered by the applicant: proof of financial support for those costs.

#### **II. Supporting documents to be submitted depending on the purpose of the journey**

##### **1. Airport transit**

- a) Invitation and visa/residence permit for the final destination.

- b) Proof of the purpose of the trip to the country of destination, such as a letter of invitation from a company/person (incl. contact details), hotel reservation or documents relating to a previous visit or relationship in the country of destination.

## **2. Business**

- a) Signed invitation letter from the sponsor company in the Member State of destination.
- b) Proof of business with the sponsor company, e.g. order confirmations, down payments, pro-forma invoices, email correspondence.
- c) Letter from the company in the country of residence stating the purpose of the trip.
- d) Copy of sponsors' entry in the national registrar of companies.

## **3. Private or family visit**

- If invited by a private individual, a signed invitation letter from the host and a copy of the hosts' EU passport or residence permit. (Some Member States may require applicants to present proof of sponsorship and/or accommodation by means of a national form).
- If invited by an institution or a church: a signed invitation.
- Proof of family ties with EU host.
- If the purpose of the trip is 'attending a funeral':
  - Death certificate of the deceased;
  - Member States may require the birth certificate of the deceased as proof of family ties with the applicant.
  - Confirmation of the appointment by the funeral company.

## **4. Medical treatment**

- a) Letter from a local doctor giving a diagnosis.
- b) Letter from a national hospital/doctor consenting to treat the patient and the expected length of the treatment.
- c) Overview of the estimated costs for the surgery/treatment.
- d) Proof of sufficient financial means to cover the treatment and costs of living during the stay.
- e) Proof of advance payment - receipt from the national hospital/doctor, depending on the requirements of the Member State of destination.

## **5. Sports (tournaments or trials for transfers)**

- a) Letter of invitation from the organiser, sponsor company or sports club.
- b) Letter of introduction from Ghana Sports Council and/or respective sports association/federation that there is no objection for the applicant to compete in tournaments or trials for transfers.
- c) Proof of sporting ability (CV, world ranking, trophies, selection for the national team, personal records).

## **6. Tourism**

- a) Plausible travel itinerary.

## **7. Cultural purposes: recording/concert/festival/performance/lessons**

- a) Introductory letter from an association and musician card and proof of musical activities.
- b) For recording: studio contract & transfer slip for instalments of studio fees.
- c) For lessons: contract stating duration and payment.
- d) For festivals or concerts: detailed concert schedule, contract stating duration and payment.

## **8. Internship/training/language courses**

- a) Letter from the host institution or confirmed registration.
- b) Information on the duration (working hours a week).
- c) Information on the expected salary.
- d) Proof of payment for the course (for language courses/training).

## **9. Attending trade fairs**

- a) **Visitors:** trade fair ticket, introduction letter from the company in the country of residence, country of residence company's business registration certificates and a 'form A', tax clearance certificate and bank statement.
- b) **Exhibitors:** proof of registration at the fair, proof of payment, introduction letter from the company in the country of residence, country of residence's business registration certificates and a 'form A', tax clearance certificate and bank statements of the last three months.

## ANNEX III

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

#### **I. General requirements for all visa applicants**

- Proof of accommodation in the Member State of destination: hotel booking for whole duration of the stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by the host.
- Proof of solvency or any evidence of income confirming that they cover all costs related to travel and stay: bank statements for the last three months, and/or copies of salary slips of the last three months and/or a letter of invitation by the company/institution.
- Proof of residence rights stay in Israel valid for a minimum of three months after the intended departure from the territory of the Member States should be presented.
- Information about travel arrangements: return flight booking with intended dates of travel.
- Proof of studies/retirement/employment with a confirmation of the possibility to return to work. The person signing the proof should be identified by name and surname, position and contact details.

#### **II. Documents to be submitted depending on the purpose of the visit**

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

- Signed invitation from company in the Member State including the full name of the applicant, the purpose of the visit, who will cover travel and accommodation costs, the company's contact details. Job description and dates of the visits should be explicitly stated in the letter from the sponsor company.

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

- Signed invitation from a friend/relative including full name of the applicant, the purpose and duration of the visit, address during the stay in the Member State (contact details of the host). Some Member States require that the sponsor use a standard form of proof of sponsorship and/or private accommodation.

##### **3. Seminar/course/scientific, cultural, sports or religious events**

- Signed invitation from the organising authority of the event, including the applicants full name, the purpose of the visit, address during the stay in the Member State, who will cover travel and accommodation costs, contact details of the organising authority.

### **III. Minors travelling alone or with only one parent/legal guardian**

The consent of the parents/legal guardians should be required only if the minor travels alone or with only one parent. Exceptions should be made to this if a single parent/legal guardian with whom the minor is to travel, holds sole custody.



## ANNEX IV

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

#### **I. General requirements**

##### **1. Residence permit**

- a) For non-Mexican nationals residing in Mexico: a residence permit issued by the Mexican authorities valid beyond the intended date of arrival back in Mexico.
- b) For third country nationals residing in one of the other countries subject to the territorial jurisdiction of the relevant Member States' consulate in Mexico: a residence permit issued by the authorities of the country of residence valid three months beyond the intended date of departure from the territory of the Member States, as well as a proof of legal residence in Mexico while submitting the visa application (e.g. Mexican migratory entry form).
- c) If the non-Mexican national does not intend to return to Mexico: proof that entry into their country of origin or any other third country is guaranteed.

##### **2. Ticket reservation for return trip to Mexico, or to the country of residence, or to the country of final destination.**

##### **3. Means of subsistence**

- a) Bank statements for the last three months;
- b) Proof of sufficient financial means to cover expenses during the stay, for example:
  - credit card valid abroad and accompanied by a bank statement confirming card ownership and available funds; and/or
  - pay slips; and/or
  - travellers' cheques.

##### **4. Proof of intention to return to the country of residence, such as proof of employment, property ownership, family ties.**

##### **5. Accommodation**

- copy of a hotel booking; or
- proof of other accommodation for the duration of the stay in the Member State of destination; or
- proof of sufficient means to cover accommodation.

##### **6. Additional requirements for minors (under 18)**

- Birth certificate; and/or

- Court documents (e.g. in adoption or shared custody cases); and/or
- Death certificate (if one of the minor's parents is deceased).

The consent of either both parents or legal guardians is required if the minor is going to travel alone. If the minor travels with only one of the parents/legal guardians, the written consent of the other is required. No additional consent is required if the minor travels with a parent/legal guardian who has sole custody.

All these documents must be legalised. If necessary, a translation may also be requested (e.g. for documents not issued in Latin).

## **II. Documents to be submitted depending on the purpose of the journey**

### **1. Airport transit**

- Permission to enter the country of final destination: proof of legal permission (visa, if necessary) to enter the country of final destination, as well as a proof of onward travel arrangements after transit (e.g. ticket reservation).

### **2. Tourism**

- Proof of payment for the package holiday, if applicable.

### **3. Visit to relatives/friends**

- Invitation from a relative or friend in the country of destination.

Official invitation from a relative or friend approved by the competent local authorities of the country of destination. (Some Member States may require proof of invitation/sponsorship, from the host and/or private accommodation by means of a national form - cf. information by the Member State concerned)

### **4. Business trip**

Company document: official document confirming the applicant's business trip and employment status, issued by the local company or institution and/or the company or institution in the Member State of destination duly stamped and signed. If the company pays the travel and subsistence costs, the document should include this information.

### **5. Trip for cultural, sports, vocational training, educational or research purposes**

Official invitation from the organiser: official document or letter of invitation from the organiser of the cultural, sports, vocational training, educational or research event or a letter of acceptance from the university or institution in the Member State of destination duly stamped and signed. If the organiser pays travel and subsistence costs, the document should include this information.

### **6. Medical treatment**

- Medical certificate confirming the need for treatment.
- Official document of the host medical institution confirming the date and duration of the medical treatment.
- Proof of sufficient financial means to pay for the medical treatment or proof of pre-payment for medical treatment.

## ANNEX V

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

#### **I. General requirements for all visa applicants**

##### **1. Proof of a return flight reservation**

##### **2. Proof of accommodation during the visit**

- confirmation of accommodation provided by the host company, or if not covered by the inviting company:
  - proof of means to cover accommodation costs, or
  - confirmation of private accommodation, stating that the host will cover the costs, or
  - proof of rental or ownership of a property.

##### **3. Proof of financial means** (salary slips and/or bank statements for the last three months, credit card, letter of sponsorship, formal obligation).

##### **4. Proof of socioeconomic situation or status in Senegal**

- Civil servants/employees: act of appointment or certificate of tenure or certificate of employment or recent employment contract, certificate of leave of absence or mission order.
- Traders: proof of entry in the trade register, single taxpayer identification number (NINEA), bank statements for the last three months, proof of the company's activities (invoices, delivery notes, proof of consignment of goods, etc.).
- Pensioners: proof of receipt of a retirement pension.
- Students: school attendance certificate for the current academic year, proof of personal financial means or sponsorship by a sponsor. Documents to be submitted by the sponsor: specific cases (civil servant, trader, employee, etc.) and a copy of the sponsor's identity document.
- Minors: copy of the birth certificate or the family record book (livret de famille), copies of the parents identity documents, proof of the social or professional situation of the parents and, where applicable, official parental consent to leave Senegal from both parents or from the parent who is not travelling with the minor (unless the parent who is travelling with the minor has sole custody); where applicable, the death certificate of a parent.

- Unemployed persons: proof of family ties with the sponsor. For the sponsor: see Section 4 specific cases (civil servant, trader, employee, etc.) above.

Non-Senegalese nationals: a Senegalese residence permit or equivalent proof of long-term legal residence in Senegal, valid for at least three months following the applicant's departure from the Member State of destination, or proof that the renewal of the long stay permit has been applied for. If the non-Senegalese national does not intend to return to Senegal, the applicant must show proof that entry to their country of origin or any other third country is guaranteed.

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

### **1. Tourism or family/private visit**

- Letter of invitation, or tourist itinerary or sponsorship form from sponsor in the host country.
- For a family visit: proof of family ties (e.g. a family record from the register office (*fiche familiale d'état civil*)).

### **2. Business trip/participation in a conference, cultural event**

Invitation letter from a company or institution in the Member State of primary destination, specifying the identity of the invited person, the reason for the visit and the date(s) of the visit, along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.). The invitation letter should also indicate who will cover the expenses for the trip.

### **3. Official mission**

Note verbale and/or mission order identifying the person going on mission, official job title, purpose of the trip, commitment by the sending entity to cover the costs for the trip.

### **4. Travelling for the purpose of medical treatment**

- Medical certificate/report drawn up by a doctor confirming the illness and where applicable, the report should indicate that the illness cannot be treated in Senegal.
- Official document issued by a medical establishment in the Member State of destination confirming that it can provide the medical treatment in question and proof of admission of the patient for this treatment.
- Estimate of medical costs.

- Proof of payment of the medical costs or proof of sufficient financial means to pay for the medical treatment and related expenses.

**5. Travelling for the purpose of studies, training or traineeship**

- Proof of enrolment at the institution concerned.
- Proof of financial means: applicant's bank statements for the last three months or proof of sponsorship.

## ANNEX VI

### **List of supporting documents to be presented by applicants for a short stay visa in Tunisia**

#### **I. General requirements**

- Round trip reservation or ticket.

#### **1. Evidence of accommodation during the visit(s)**

- Confirmation of accommodation provided by the host company; or
- A hotel reservation, or proof of sufficient means to cover accommodation; or
- Confirmation of private accommodation, stating that the costs will be covered by the host; or
- Proof of rental or ownership of property.

#### **2. Evidence of means of subsistence during the visit(s) to the territory of the Member States**

- Bank account statements for the last three months; and
- Costs being covered by the inviting/sending organisation (some Member States require a specific national form); or
- Costs being covered by a private individual (and proof of the sponsors means) (some Member States require a specific national form); or
- Other financial means available during the visit (international credit card statements, touristic allowance, etc.).

#### **3. Evidence of socioeconomic stability (enabling assessment of the applicant's intention to leave the territory of the Member States before expiry of the requested visa)**

- Government officials: act of appointment;
- Employees: certificate of employment or recent employment contract and pay slips for the last three months, certificate of affiliation to the national social security scheme (CNSS) and holiday leave/duty travel authorisation from an employer;
- Farmers: proof of status, farmer's card and most recent declaration of annual income or title of property;
- Pensioners: proof of receipt of a retirement pension;
- Students: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card.

#### **4. Minors**

- The written consent of the parents/legal guardians should be required only if the minor travels alone or only with one parent. Exceptions are made if the single parent with whom the minor is to travel holds the sole custody.
- For minors travelling alone, contact of the minor's parents/legal guardians at destination.

## **II. Documents to be submitted according to the purpose of travel**

### **1. Business**

- Invitation letter from a company in the Member State of destination indicating the name(s) and surname(s) of the person(s) invited, the purpose of the trip, the length of the stay and information on how the stay will be funded.
- Documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.).

### **2. Official visit**

Note verbale or mission order specifying: name(s) and surname(s) of the person going on the official visit; official job title; purpose of the trip; date of employment; commitment by the sending organisation to cover the costs of the official visit.

### **3. Family/private visit**

- Invitation from the host family, where applicable (some Member States may require a specific form to be used for the invitation letter).
- For a family visit: proof of family ties (e.g. a family record from the register office).

### **4. Tourism**

- Hotel reservation; or
- Proof of rental or ownership of property in the country of destination.

### **5. Trips for cultural, sports, educational, research or vocational training purposes**

- Letter of invitation or official document from the organiser of the cultural, sports, educational, research or vocational training event in the Member State of destination indicating the name(s) and surname(s) of the person(s) invited, the purpose of the trip,



the length of the stay and information on the funding of the stay.

- Note verbale or official letter from the Tunisian cultural, sports, educational, research or vocational training ministry or entity concerned, indicating: the name(s) and surname(s) of the person(s) visiting, their status, the purpose of the trip, the length of the stay and information on the funding of the stay.

## **6. Medical treatment**

- Medical certificate from a medical doctor (designated by the consulate) and/or a medical institution confirming the need for treatment. The medical certificate should state the medical history of the patient and the medical treatment needed.
- Official document from the host medical institution confirming that it can provide the medical treatment in question and that the patient will be accepted.
- Proof of prepaid treatment or proof of insurance that covers the treatment/stay.
- Any other available correspondence between the sending medical doctor and the receiving medical institution.