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ANNEXES 1 to 4

## **ANNEXES**

**to the Commission Implementing Decision**

**establishing the lists of supporting documents to be presented by visa applicants in  
Algeria, Costa Rica, Mozambique and Uzbekistan**

## ANNEX I

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

#### 1) Evidence of the purpose of travel:

##### (a) Business

- Invitation letter from a firm in the primary destination Schengen country, specifying the reason for the visit and the date(s), along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.)

##### (b) Official mission

- Verbal note or mission order: given name(s) and last name(s) of the missionary; official job title; purpose of the trip; date of employment; commitment of the sending entity to cover trip costs for the missionary.

##### (c) Family/private visit

- Invitation from the host family, where applicable (some Member States may require a specific form used for the invitation letter).
- For a family visit: proof of family ties (e.g. a *fiche familiale d'état civil* (family record from the register office)).

##### (d) Tourism

- Hotel reservation.

#### 2) Evidence of accommodation during the visit(s):

- confirmation of accommodation provided by the host firm, or
- a hotel reservation, or
- confirmation of private accommodation, stating coverage of costs by the host, or
- proof of rental or ownership of property, or
- proof of sufficient means to cover accommodation costs.

#### 3) Evidence of means of subsistence during the visit(s) to the Schengen area:

- coverage of costs by the inviting/ sending entity (certain Member States require use of a specific national form), or
- coverage of costs by a private individual (and proof of means from the host or guarantor) (certain Member States require use of a specific national form), or
- account statement from a bank in Algeria for the last three months, or
- other proof of financial means available during the visit (international credit card, traveller's cheques, etc.).

#### 4) Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the Schengen area before expiry of the requested visa):

- Officials: act of appointment or certificate of tenure and last payslip;
- Employees: certificate of employment or recent employment contract + payslips for the last three months, certificate of affiliation to the CNAS (national social security scheme) or explanatory letter of the employer if this certificate is missing;
- Traders: proof of entry in the trade register + proof of CASNOS (national social security scheme for self-employed persons) membership + C20 form showing the turnover and balance sheet + bank statements for the last three months;
- Farmers: proof of farmer status + farmer's card + most recent declaration of annual income;
- Pensioners: proof of receipt of a retirement pension;
- Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- Un-employed persons: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a propriety).

5) Non-Algerian nationals:

- Algerian residence card, valid for at least three months after expiry of the requested visa or, in case of expiry, accompanied by a letter of the applicant confirming that he/she re-applied for a new residence card which has not been issued yet.

6) Minors:

- The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone

7) Documents to be submitted by persons of specific profession/occupation:

- Member of the Government, Parliament or Constitutional Council: Verbal note, certificate of tenure or some other official document;
- Staff from the European delegation or from an embassy, consulate or official body of a Schengen country or other EU Member State: Certificate of tenure from the European delegation, or embassy or consulate;
- Notary: Appointing decree;
- Other professions, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, and members of their families): Certificate from the professional body;
- Judges: Certificate of tenure from the Ministry of Justice;
- High-level officials (Algerian civil servants in a group A body (within the meaning of Article 8 of the Algerian civil service regulations) and staff appointed to a high-level role within the meaning of Article 15 of the same regulations): Certificate of tenure from the relevant body;
- Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): Certificate of tenure from the higher education establishment;
- Officers of the Algerian army: Certificate of tenure from the Ministry of National Defence (DREC);

- Journalist: Certificate of employment from the publication or broadcaster;
- Spouse and dependent children (minor or not) of the persons mentioned above: *Fiche familiale d'état civil* (family record from the register office) proving the family tie.

## ANNEX II

### List of supporting documents to be presented by visa applicants in Costa Rica

1. Supporting documents to be submitted by all applicants:
  - Document proving legal residence in Costa Rica (residence card or immigration card). This document must be valid 3 months beyond the intended date of departure from the territory of the Member States.
2. Documents proving that the applicant possesses sufficient means of subsistence, both for the duration of the intended stay and for the return to his country of origin or residence or for a transit to a third country such as:
  - salary slips;
  - recent personal bank statement or balance over last three months issued by the bank;
  - credit or debit cards and credit or debit cards statements;
  - original of employer's letter;
  - copy of social security receipt;
  - regular income generated by ownership of property;
  - proof of sponsorship (i.e. formal obligation, scholarship for studies or research etc.).

The amount of sufficient means required by individual Member States depends on national legislation. It is recommendable to contact the embassy or consulate in question to get precise information before presenting the application.

3. Documentation allowing for the assessment of the applicants intention to leave the territory of the member states before the expiration of the visa, such as:
  - employment;
  - school attendance certificate of dependent children of the applicant;
  - ownership of the a house/flat or other real estate;
  - marriage certificate (if just one of the parents is travelling).
4. Reservation of a return ticket or itinerary of organized tour by tour-operator.
5. Minors travelling alone or with one parent must present:
  - letter of consent from both parents/legal guardian(s);
  - copy of the birth certificate of the minor;
  - ID card/passport of both parents/legal guardian(s).

The proof of sole custody of a minor are the following documents:

- birth certificate in which just one of the parents is mentioned;
- divorce court decision indicating the custody of a minor; or
- death certificate of one of the parents.

6. Documents to be presented depending on the purpose of travel:

(a) Airport transit:

- Proof of legal permission (visa, if necessary) to enter the country of final destination and tickets for onward journey are required.

(b) Tourism

- Evidence of accommodation in the Member State(s). (i.e. a confirmed reservation of the hotel).
- Travel schedule: Itinerary issued by travel agency, if applicable.

(c) Family or friends' visit

- Proof of relationship between visa applicant and person to be visited (birth certificate, marriage certificate, correspondence, photos etc.);
- Formal written and signed invitation or sponsorship document from host in accordance with respective internal laws

The following Member States require the national forms for proof of sponsorship and/or accommodation for family members or friends' visits to be presented: Austria, Belgium, France, Germany, Italy, Luxembourg, Malta, Netherlands, Portugal, Slovenia, Spain and Sweden.

(d) Business

- Invitation of the company/organization from the Schengen country). The following EU Member States require the national forms for proof of sponsorship and/or accommodation for business visitors to be presented: Austria and Italy.
- Evidence of the existence of commercial, contractual or professional relations in Member State.
- Documents from the country of origin or country of legal residence proving the commercial, professional or financial status of the applicant (certificates from the Chamber of Commerce, commercial or professional licences etc.).

(e) Medical Treatment

- Medical certificate from the country of origin or from Costa Rica indicating the patient's (applicant's) disease
- Declaration of the medical entity (hospital, sanatorium etc.) or medical doctor in the Member State confirming that they will receive the patient and indicating the kind of treatment, costs, the initiating date and the estimated duration of the stay.

- Evidence of possession of sufficient means for the duration of the medical treatment and stay (accommodation, per diem, repatriation of the patient as well as of the accompanying person).

(f) Studies (max. 90 days)

- Evidence of admission to or enrolment at an educational institution in the Member State.
- Evidence of having obtained a scholarship for studies at an educational institution in the Member State. If the scholarship is not enough to cover the expense in relation to the stay in the country, the applicant should provide additional evidence proving his/her possession of sufficient means.
- A declaration of having adequate accommodation and sufficient means at his/her disposal.

(g) Trip for cultural, sports, vocational training, educational or research purpose

- Accommodation: Copy of a hotel reservation or proof of other accommodation for the entire period of the stay in the Member State of destination.
- Official invitation from the organizer: Official document or letter of invitation from the organizer of the cultural, sports, vocational training, educational or research event, or letter of acceptance from the university or institution in the Member State of destination, stamped and signed.

## ANNEX III

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

- I. General requirements for all visa applicants
  - Non-Mozambicans: Foreign Resident Identification Card (*Documento de Identificação de Residente Estrangeiro - DIRE*).
  - Minors: the consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone. The consent should be given in the legal form applied in Mozambique
  - The return-ticket reservation (the issued ticket must be shown when the visa is issued)
- II. Documents to be presented depending on the purpose of travel
  - (1) Travelling for the purpose of official mission or official purposes
    - For Mozambican citizens: note from the Ministry or the institution concerned
    - For non-Mozambicans: a Note Verbal from the embassy of the country concerned and the diplomatic card
  - (2) Travelling for the purpose of business-conference (professional purposes)
    - Letter of invitation from the company or conference institution to be visited
    - Letter from the appropriate body (e.g. employer) explaining the purpose of the trip
    - Letter from the party covering the travel costs and the stay
  - (3) Travelling for the purpose of family visit
    - Letter of invitation with proof of accommodation and proof of financial means (account statement or salary slip), copy of ID card and passport of the inviting person (Austria, Denmark<sup>1</sup>, Germany, Spain, France, Italy, Luxembourg, Norway, the Netherlands and Portugal requires applicants to present such proof by means of a national form (cf. the websites of the Member State concerned)
    - Proof of the family ties (e.g. birth certificate or marriage certificate) with the host or inviting person
    - Letter of Employer (proof of work contract, certificate of employment, information on professional status)
  - (4) Travelling for the purpose of tourism
    - Present proof of itinerary, particularly if the person concerned is to visit more than one Member State

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<sup>1</sup> Denmark: may be requested if Denmark is represented by another Member State

- Hotel reservations
  - Bank account statement in the applicant's name which must show movement over a certain period of time, e.g. the last three months
  - Letter of Employer (proof of work contract, certificate of employment, information on professional status)
- (5) Travelling for the purpose of studies, training or traineeship
- Proof of enrolment at the institution concerned
  - Bank account statements in the applicant's name which must show movement over a certain period of time, e.g. the last three months
- (6) Travelling for the purpose of medical treatment
- Certificate from a medical doctor and/or medical institution that the claimed necessary treatment is not available in Mozambique
  - 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 sufficient financial means to pay for the medical treatment and related expenses (bank account statements in the applicant's name which must show movement over a certain period of time, e.g. the last three months)
  - Proof of pre-payment of treatment.

## ANNEX IV

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

#### I. Supporting documents to be submitted by all applicants

- (1) Proof of residence in Uzbekistan
- (2) Round trip ticket reservation
- (3) Proof of financial means corresponding at least to the minimum amount required for each day of stay in a Member State:
  - Original bank account statement for the last 3 months (all applicants),
  - Internationally accepted credit card along with most recent credit card statement (all applicants)
  - Salary certificate indicating level of salary in last 12 months (if employed)
  - Confirmation of employer or educational facility about employment and position (if employed) or student status (if studying)
  - Labour history book (if employed)
  - Approval of employer or educational facility to take leave (if employed) or holidays (if studying)
  - Copy of trade register bulletin or licence (if company owner or self-employed)
  - Statement of payment of taxes (if company owner or self-employed)
  - Pension book (if retired), and/or
  - any other proof of financial means (e.g. proof of remittances, property rental contract, original certificate of sponsorship or other legal form of sponsorship if equally accepted by Member State, proof of scholarship or research grant, etc.)
- (4) Confirmed proof of accommodation depending on the purpose of journey for the entire period of stay
- (5) Proof of family ties in Uzbekistan (original passports of spouse and children, birth certificates of children, proof of marital status, etc.)
- (6) Additional requirements for minors (under 18 years of age)
  - Birth certificate of the applicant<sup>2</sup>
  - Copies of passports of the parents<sup>3</sup>
  - Notarized consent of parent or legal guardian if the minor travels alone or with only one of the parents<sup>4</sup>.

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<sup>2</sup> In case of child born out of wedlock, statement of registrar's office confirming the agreement of the father to be entered into the birth certificate

<sup>3</sup> One passport only in case of single parent or parent with sole parental custody (in the latter case, proof of sole parental custody must be also submitted)

## II. Supporting documents to be presented depending on the purpose of travel

### (a) Transit

- Proof of legal permission (visa or visa exemption) to enter the country of final destination.

### (b) Tourism

- Pre-paid reservation in a hotel or holiday home, or
- Proof of payment for package holiday, or
- other confirmed proof of accommodation

### (c) Visit to relatives/friends

- Original certificate of sponsorship and accommodation validated by local authorities in the Member State of destination (national form) and/or original personalized invitation signed by the inviting party, copy of the passport of the inviting party and copy of residence permit (for non-EU nationals). Please check the specific national administrative formalities of the Member State of destination.
- Certificate confirming family relations and copy of the passport of a relative (in case of a visit to relatives)

### (d) Business

- Official personalized invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work with confirmation of financing of the stay and any other documents demonstrating existence of trade or work relations, or
- Entry tickets to fairs, congresses or similar events, or
- Other documents proving business activities or business ties in relation to the Member State
- Extract of the trade register or licence of the inviting firm
- Reservation in a hotel or a confirmation from the inviting party if the inviting party pays accommodation..

### (e) Travelling for the purpose of participation cultural or sports events, or education, research vocational training

- Official personalized document or letter of invitation from organiser of cultural, sports, vocational training, educational or research event, or letter of acceptance from university or institution in the Member State of destination indicating the length of stay and confirmation of financing of the stay
- Pre-paid reservation in a hotel, or proof of other accommodation for whole period of stay in the Member State (e.g. campus residence reservation)

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<sup>4</sup> Exceptions will be made to this if the single parent with whom the minor is to travel holds the parental authority alone.

- Letter of approval from relevant Uzbek authorities in case of group travels, confirming the agreement with the travel of individual members of the group.

(f) Medical treatment

- Official personalized document or letter of invitation from inviting clinic or a doctor in the Member State confirming the need, approximate cost and expected duration of medical treatment, including confirmation of the need for accompanying person (where applicable)
- Proof of payment for medical treatment, or
- Original certificate of sponsorship validated by local authorities in the Member State of destination (national form) or other legal form of sponsorship, if equally accepted by the Member State
- Pre-paid reservation in a hotel, or original personalized invitation with notarized signature of the inviting party confirming availability of accommodation

(g) Official delegations

- Copy of the official invitation from the Member State or destination or an international organization
  - Verbal note from the relevant ministry or authority confirming that the applicant is a member of official delegation travelling to Member State to take part in an event stipulated in the invitation and indicating party that bears the responsibility for costs of the stay
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