

List of documents for visa applicants

General documents

- a. Application form completely and clearly filled in English or German.
- b. Passport with minimum 2 blank pages. Please note that the passport must be valid at least 3 months upon the date of leaving Schengen area. Non citizens of Azerbaijan Republic must submit residence permit card and this card must be valid 3 months after the date of leaving Schengen area.
- c. One (1) biometric photo (according ICAO standards) not older than 6 months of 3,5x4,5 cm. Sticked to the application form.
- d. Travel insurance valid for the whole period of stay on the territory of all member states of Schengen area covering the costs on medical prescriptions and transfer to the homeland with a minimum sum of 30.000 EURO.
- e. If invited by private person: EVE (Electronic Sponsorship Letter provided from Austria) or Sponsorship Letter provided by close family members.

*All documents should be provided in **A4 format**.

*All docs in Azerbaijani, except national Identity card have to be submitted with translation either into German or English.

IMPORTANT: Flight ticket should be bought **only** after visa has been issued, just submit flight reservation.

Copies of following documents are mandatory for everyone:

1. Copies of the first page of the passport and pages with **Schengen** visas and arrival-departure stamps in Schengen area for the last 3 years
2. Identity card
3. For Foreigner living in Azerbaijan: residence permit card

For more relevant documents please consider following harmonised list (EU):



Brussels, 30.9.2019
C(2019) 6865 final

ANNEX

ANNEX

to the

Commission Implementing Decision

amending Implementing Decision C(2015) 1585 final, as regards the list of supporting documents to be submitted by applicants for short stay visas in Azerbaijan

ANNEX

“Annex III

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

I. General requirements: documents to be submitted by all visa applicants

1. *Flight or travel reservations or other proof of intended transport*
A round trip booking, if applicable.

2. *Proof of accommodation*
Voucher or booking from the hotel clearly indicating:
– name and surname of the visa applicant;
– duration of the stay;
– contact details of the hotel.

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

3. *Proof of solvency*
– Original bank statements from the last 3 months; and
– certificate of real estate property or proof of other assets, that generates regular income;
– proof of pension; or
– proof of other regular income.

4. *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, landline telephone 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.
– A letter of employment, confirmation from electronic working registration from the governmental website (www.e-gov.az) can be requested.

5. *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) and tax return documents.

6. *Document to be provided by pupils/students*
Proof of enrolment in school or university.

7. *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 first name of the parent(s) and family name are different than the ones presented in the birth certificate of the minor, the parent(s) shall provide additional documents (marriage certificate(s) or adoption paper(s) or documents proving a change of given name or surname confirming the relationship of the parent(s) with the minor.

8. *Documents proving the applicant's intention to leave the territory of the Member States*
- Proof of integration into the country of residence: family ties, professional status; or
 - proof of real estate property, long term rent or lease agreement.
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 months beyond the intended date of departure from the territory of the Member States.

II. Documents to be submitted depending on the travel purpose

1. Journeys undertaken for the purpose of tourism

The itinerary plan

2. Business trips

- a) 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 host entity;
- 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.

- b) 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.

3. *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) A written request or a certificate of enrolment from the host school, university, institute, etc. in the Member State of destination.
 - b) 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.
 - c) Confirmation that the applicant stays on campus, if applicable.
4. *Journeys undertaken for the purpose of official visits (bilateral or multilateral) – members of official delegations*
 - a) Official invitation letter on official letterhead 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.
 - b) An official letter issued by a 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.
5. *Family/friends visit*
 - a) Visit to close relatives – spouse, children, parents (including custodians), grandparents and grandchildren.
 - A written request from the host person according to the national legislation one of Member States;
 - proof of family ties;
 - proof of residence of visited person.
 - b) For journeys undertaken to visit family, other than the close relatives, as referred to above, or friends:
 - invitation;

Some Member States may require applicants to present proof of sponsorship and/or private accommodation by means of a national form (cf. the website of the Member State of destination).

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- Proof of family ties or relationship.

- c) Attending 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.
- d) Visits to 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.

6. *For journeys undertaken for medical reasons (including necessary accompanying persons)*

An official document of the medical institution confirming necessity of medical care in that institution, the necessity of being accompanied and proof of sufficient financial means to pay for the medical treatment. This document should contain the following:

- the full address and contacts of the medical institution; the name and position of the countersigning person;
- the patient's name, nationality and date of birth;
- duration of the treatment and duration of the stay;
- estimated costs of the treatment;
- confirmation from the doctor/hospital in the Member State of destination that the treatment has been paid or partially paid for; or
- proof that the applicant has sufficient financial means to cover the associated costs, or proof that those costs will be covered by a third party.

7. *For journeys undertaken for international sport events (including persons accompanying in a professional capacity)*

a) 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;

- the full address and name of the organization, contact details (tel. number, e-mail address);
- 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.

- b) An entry ticket/voucher for international sport event(s) must be presented by spectators or guests.
8. *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)*
- a) 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 the applicant ;
 - duration of the stay;
 - name of the person or the entity who will bear applicant's travel and living costs.
- b) An entry ticket/voucher for cultural/artistic event(s) must be presented by spectators or guests.
9. *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.
10. *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.
11. *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.
12. *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.
13. *For journeys undertaken by representatives of civil society organizations for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes*
- A 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.”