



THE REPUBLIC OF THE BULGARIA
CHECKLIST FOR SHORT STAY VISA APPLICATION
PRIVATE VISA

Name and surname:	Passport No:
E-mail address:	Telephone number:

	Visa application requirements	Original	Copy	Remark
1	Visa application form, completely filled out, dated and signed			
2	<p>A passport valid at least 3 months after intended return to Thailand, has got at least 2 free pages, has been issued within the last 10 years.</p> <ul style="list-style-type: none"> • A photocopy of the first page of the passport; • A photocopy of the last Bulgarian and Schengen visas or visas for the UK and the US, if any 			
3	1 recent (taken within the last 6 months) passport-size photo (3,5cm x 4,5cm) with a white background.			
4	Travel medical insurance (valid throughout the territory of the Member States and covering the entire period of stay applied for. The insurance shall cover outpatient, hospital and repatriation expenses due to illness or death, with an amount of not less than €30,000).			
5	Proof of solvency of the applicant/ Bank statements from the last 3 months, no deposits account			
6	<p>For Employees/:</p> <ul style="list-style-type: none"> • A sealed copy of the business license of the employing company <ul style="list-style-type: none"> ○ A letter from the employer (in 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 			
7	Round air-ticket reservation			
8	Proof of accommodation: for the whole duration of the intended stay			
9	Original invitation letter (not older than 3 months) be signed by the legal person issuing the invitation, stamped by a notary and verified by the local authorities for administrative control of foreigners (Migration Directorate of the MoI)			

10	For family visit: notary certificate of family relationship with the inviting person, legalized by MFA			
11	<p>For minors:</p> <ul style="list-style-type: none"> ○ Student card and 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 ○ Notary certificate of family relation or proof of guardianship, legalized by the Ministry for Foreign Affairs ● When the minor is travelling alone or only with one parent: Notary certificate of permission to travel from both parents or legal guardians, legalized by the Ministry of Foreign Affairs 			
12	For retired person: Proof of pension or other regular income			
13	<p>For unemployed persons:</p> <ul style="list-style-type: none"> ● If married <ul style="list-style-type: none"> ○ Letter of employment and income of the spouse ○ Notary certificate of marriage, legalized by the Ministry for Foreign Affairs ● If single/divorced/widow/widower: Any other proof of regular income. 			
14	Other documents.			

ATTENTION: The Embassy of the Republic of Bulgaria has a right to ask for any other additional documents it considers necessary, may call the applicant for an interview.

Place and date

VFS Office's Signature

Applicant's Signature