

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

### **I. Documents to be presented by all visa applicants**

#### **1.1. Flight or travel reservations or other proof of intended transport**

A round trip booking, if applicable. The ticket should be bought only after the visa has been issued.

When applying for a visa for multiple entries: reservation for the first visit (a confirmed round trip ticket).

#### **1.2. Proof of accommodation**

Voucher or booking from the hotel clearly indicating:

- name and surname of the applicant,
- duration of the stay
- date and name of the staff member who issued this document
- contact details of the hotel.

Students: confirmation that the applicant stays within a campus, if applicable.

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

#### **1.3. Proof of solvency**

All categories of applicants apart from pupils should present at least one of the following:

- cash, traveller's cheques, credit cards, or other means of proving possession of sufficient means.
- original bank statements from the last 3 months;
- letter of employment in case of the absence of bank account;
- certificate of real estate property or proof of other assets;
- proof of pension; or
- proof of other regular income.

#### **1.4. Proof of sponsorship and /or private accommodation**

The following Member States may require applicants to present proof of sponsorship and/or private accommodation issued in accordance with national legislation: Austria, Belgium, Denmark<sup>1</sup>, Germany, Greece, France, Latvia, Lithuania, Luxembourg, Netherlands, Slovenia, Slovakia, Sweden and Switzerland. Please refer to the official websites of the Member State for further information.

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<sup>1</sup> May be requested if Denmark is represented by another Member State.

1.5. 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, telephone and fax 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.

1.6. 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).

1.7. Document to be provided by pupils/students

Proof of enrolment in school or university.

1.8. 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 parent(s) first name and family name are different than the ones presented in birth certificate of the minor, parents shall provide additional documents (Marriage Certificate(s) or Adoption paper(s) or documents proving a change of given name or surname confirming the parent(s) relationship with the minor.

1.9. Non-Azerbaijan 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 month beyond the intended date of departure from the territory of the Member States.

1.10. Documents proving the applicant's intention to leave the territory of the member states

One or more of the following documents should be provided:

- Proof of integration into the country of residence: family ties, professional status;
- Proof of regular income (salary slips, retirement fund etc.);
- Proof of real estate property, long term rent or lease agreement;
- Official letter of employment from employer including contact details stating that a leave of absence has been granted and that the applicant will be returning to his/her current job.
- If self-employed: a copy of business licence and tax return.

2. Journeys undertaken for the purpose of tourism

Itinerary, if the applicant intends to visit more than one Member State.

3. Business trips:

3.1. 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 company;
- 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.

3.2. 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.

4. 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 written request or a certificate of enrolment from the host school, university, institute, etc. in the Member State of destination
- 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.

5. Journeys undertaken for the purpose of official visits (bilateral or multilateral) – members of official delegations:

5.1. Official invitation letter

Official invitation on official letter head 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.

## 5.2. Confirmation of the relevant authority or organization in Azerbaijan

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.
6. For journeys undertaken to visit close relatives – spouse, children (including adopted), parents (including custodians), grandparents and grandchildren
- A written request from the host person according to the national legislation of one of the Member States.
7. For journeys undertaken to visit family, other than the close relatives, as referred to in point 6, or friends:
- Invitation:

The following Member States<sup>2</sup> as Austria, Belgium, Denmark, Germany, Greece, Hungary, France, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Slovenia, Slovakia and Switzerland may require applicants to present proof of sponsorship and/or private accommodation issued in accordance with national legislation.

- Proof of family ties or relationship:

The relationship may be substantiated with pictures and/or correspondence from previous meetings or events.

## 8. For journeys undertaken for medical reasons (including necessary accompanying persons)

8.1. An official document of the medical institution confirming necessity of medical care in this institution, the necessity of being accompanied and proof of sufficient financial means to pay for the medical treatment.

The aforementioned document has to contain at least the following details:

- the full address and contacts of the medical institution.

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<sup>2</sup> May be requested if Denmark is represented by another Member State.

- the name and position of the countersigning person.
  - the name, nationality and date of birth of the patient.
  - duration of the treatment and duration of the stay.
9. For journeys undertaken for international sport events (including persons accompanying in a professional capacity).
- 9.1. 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, 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 participant (s) from Azerbaijan
  - duration of the stay.
  - name of the person or the entity who will bear applicant’s travel and living costs.
- 9.2. An entry ticket/voucher for international sport event(s) has to be presented by spectators or guests.
10. 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).
- 10.1. 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 participant (s) from Azerbaijan
  - duration of the stay.
  - name of the person or the entity who will bear applicant’s travel and living costs.
- 10.2. An entry ticket/voucher for cultural/artistic event(s) has to be presented by spectators or guests.
11. 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.

12. 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.

13. 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.

14. 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.

15. For journeys undertaken by representatives of civil society organizations for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes:

- 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.

16. For journeys undertaken by relatives visiting for 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.

17. For visiting 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.