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ANNEX

**ANNEX**

*to the*

**Commission Implementing Decision**

**establishing the list of supporting documents to be submitted by applicants for short stay visas in the United Kingdom and repealing Implementing Decision C(2012) 4726**

## ANNEX

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

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

1. A United Kingdom residence permit valid for at least one month beyond the intended departure from the territory of the Member States.
2. Proof of reserved return ticket to the United Kingdom, or proof of onward travel (if not returning to the United Kingdom), such as authorisation of entry into the country of destination, confirmed overseas ticket, proof of sufficient means to cover such costs.
3. Proof of accommodation or of sufficient means to cover the costs of accommodation. If relevant, such proof may be given through a proof of sponsorship by means of an official form (certificate of board and lodging).
4. Nominative United Kingdom bank account statements covering at least the last three months and showing the balance.
5. Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap.
6. If the applicant is financially supported by:
  - his/her spouse:
    - a) a marriage certificate;
    - b) the spouse's bank account statements (see above); and
    - c) a statement of will to support the spouse.
  - her/his parent(s):
    - a) proof of family relationship, e.g. birth certificate;
    - b) the parent(s) bank account statement (see above); and
    - c) a statement of will to support the applicant.
7. Employees:
  - a) Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated; and
  - b) pay slips for the last three months.

8. Self-employed:

- a) Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company; and
- b) self-assessment form edited by revenue and customs authorities.

9. Students:

Recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record.

10. Minors (children below 18 years)

- a) birth certificate; and

For minors travelling alone or with only one parent (exceptions are made if one parent has the sole custody or residence order for the child):

- b) original passports of both parents, or certified copy of the biodata page of the passports;
- c) proof of consent of parental authority or legal guardian; and
- d) British school certificate.

In the case of sole custody, the following documents must be submitted:

- a) birth certificate mentioning one parent;
- b) death certificate of absent parent; or
- c) court ruling.

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

1. Business:

- an invitation from a firm or an authority to attend meetings, conferences, or proof of registration for events connected with trade, industry or work;
- other documents that show the existence of trade relations or relations for work purposes; or
- entry tickets or registration for fairs and congresses.

2. Study or professional training:

- a certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training;
- student card or certificate of the courses to be attended;

- documents in relation to accommodation, or proof of sufficient means to cover the accommodation; and
  - internship agreement, if relevant.
3. Tourism:
- confirmed hotel booking for the full stay in the territory of a Member State or proof of sufficient means to cover accommodation during the intended stay; or
  - booking confirmation of a tour or any other appropriate document, such as the list of persons taking part in the tour.
4. Private (family/friends) visit:
- if no sponsorship form (see point I. 3.) has been presented: copy of the biodata page of the passport or residence permit of the host in the Member State, if applicable; and
  - proof of (family) relationship.
5. Medical treatment:
- an official document of the medical institution confirming the necessity of medical care in that institution;
  - proof of pre-payment of medical treatment; or
  - proof of sufficient financial means to pay for the entire medical treatment.
6. Official delegations travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations:
- a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the above-mentioned events, accompanied by a copy of the official invitation from the intergovernmental organisation in the Member State; or
  - a verbal note.
7. Seafarers:
- seaman's book, if applicable;
  - a recent, signed and official letter from recruiting company stating the name and rank of the seafarer; and
  - vessel's name, vessel's arrival date in port and the date the seafarer joined the vessel.
8. Lorry drivers:

- a recent, signed and official letter from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips;
- written request from the partner company based in the Member State;
- driver's licence for international transport; and
- way bill.

9. Airport transit:

- Visa or entry permit for the country of final destination and confirmed tickets for the onward journey.