

Checklist for Business

1. Printed Schengen visa application form, completed, signed and dated.
2. Valid travel document – passport (Passport/Travel document shall have been issued within the previous 10 years & should be valid for 90 days after expiry of the visa with at least two blank pages)
3. Passport photo (white background) not older than six months (30-35 mm)
4. Valid proof of the official stay in the Republic of Cyprus (Residence Permit).
5. Confirmation of travel health insurance which clearly states, that it complies with:
 - Medical coverage of a minimum 30.000 Euro,
 - valid for all Schengen countries,
 - valid for the whole period of first intended stay in Schengen countries.
6. Flight reservation of return flight ticket, with fixed travel dates of a maximum of 90 days.
7. Proof of the financial resources for covering travel costs:
 - Original of your personal bank statement for the last 3 months with official stamp and
 - Original pay slips for the last 3 months with official stamp of a company and signature of authorized person, or original of the employment confirmation stating the income with official stamp of the company and signature of authorized person.

A) In case of the sponsorship:

- Original of the bank statement of the sponsor for the last 3 months with official stamp
 - Original of a sponsorship letter legalized by a public notary
8. Documents confirming the purpose of the visit:

Additional complementary documents for visa application of a minor

- Birth certificate of the minor,
- Copies of **passports and residence permits** of parents.

In case of a minor traveling alone: Original of letter of consent signed **by both parents** and legalized by a public notary.

In case of a minor travelling with one parent: Original of letter of consent from **the other parent**, signed and legalized by a public notary.

In case of a minor travelling with a parent that has a single custody: Original certificate confirming the single custody.

In addition to the above mentioned documents, other additional documents required are as follows:

- Original of an official invitation of a company stating the purpose, duration and itinerary for the whole stay in Schengen area,
- Original of a proof of current occupation,
- Accommodation confirmation from hotel or inviting company.