

## ANNEX III

### **List of supporting documents to be submitted by applicants for short stay visas in United States of America (Atlanta, Bedford, Boston, Chicago, Cleveland, Detroit, Houston, Los Angeles, Miami, Newark, New York, Philadelphia, San Francisco, San Juan, Tampa, Washington)**

#### **1. Proof of legal residence in the USA and re-entry document**

Original of valid US alien registration card (residence permit, aka: green card) or valid US resident visa<sup>16</sup>. The US residence permit or visa should be valid at least three months beyond the intended departure from the territory of the Member States.

#### **2. Proof of travel arrangements**

Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited OR if the trip covers several Schengen States and non-Schengen countries) .

#### **3. Proof of accommodation - Evidence of hotel bookings or travel plans**

Evidence of hotel bookings or travel plan for the entire Schengen area:

- Individuals: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number.
- Groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).

#### **4. Supporting Documents**

- VISITING FAMILY/FRIENDS:
  - Invitation letter from friend/relative (Some Member States' consulates may require that a specific form be used for the invitation letter<sup>17</sup>. Please refer to the website of the Member State concerned for further information). If the case: copy of ID (national or residence permit) of inviting friend/relative.
- BUSINESS:
  - A letter of invitation from the business partner specifying the nature of the business (Some Member States' consulates may require that a specific form be used for the invitation letter<sup>18</sup>. Please refer to the website of the Member State concerned for further information);
  - reference letter from employer; and
  - confirmed accommodation if different from hotel, stating name, address and telephone number of the lodging place.
- STUDENTS/RESEARCHERS:
  - Certificate from the receiving institution on the length and purpose of stay;

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<sup>16</sup> E.g. type A, E, F plus endorsed I-20 by competent authority, G, H, I, J plus J1 documents, L, O, R.

<sup>17</sup> Austria, Belgium, Finland, France, Germany, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland. Denmark: may be requested if Denmark is represented by another Member State.

<sup>18</sup> Austria, Finland, Hungary, Italy, Latvia, Poland, Portugal, Slovakia, and Slovenia. Denmark: may be requested if Denmark is represented by another Member State

- Certificate from Home institution on enrolment (student cards only are not sufficient); and
- confirmed accommodation.

**5. Proof of sufficient means of subsistence for the intended journey**

- Bank account statement(s) during the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;
- OR if self-employed (tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);
- OR if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension);
- In case of business, if applicable, letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)
- In case of students/researchers, if applicable, letter stating that all expenses are fully covered by.
- If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage. (see previous paragraphs) .