

## **List of supporting documents to be presented by applicants for short stay visas in Ethiopia (30 August 2017)**

### **1. All applicants**

- (i) preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage);
- (ii) proof of accommodation;
- (iii) recent bank statement covering the minimum last three months and/or personal bank saving book;
- (iv) any other documents relating to the applicant's financial status and personal ties in Ethiopia, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

#### Employed persons:

a) a dated and signed letter from the current employer containing the following information:

- (i) the applicant's personal data, function/profession;
- (ii) terms of employment (temporary or permanent);
- (iii) starting date of employment;
- (iv) monthly net salary;
- (v) granted leave days;
- (vi) date and contact details of the employer.

#### Self-employed persons:

b) original

- (i) trade/business license;
- (ii) tax registration;
- (iii) business registration (city administration);
- (iv) bank statement for business account (for the last three months, as a minimum).

#### Retired persons:

Documents proving the pension or other financial support.

### **2. Additional requirements for applicants travelling for purpose of business and conference**

a) signed letter of invitation from the inviting organization abroad. The invitation must contain the following information:

- (i) the applicant's personal data;
- (ii) the reason for the visit to the Member State of destination;
- (iii) period of intended stay in the Member State;
- (iv) who will be responsible for supporting the applicant financially during the stay in the Member States;
- (v) date and contact details from the inviting organization abroad.

Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.

b) signed letter from current employer or organization containing the following information:

- (i) the applicant's personal data;
- (ii) the applicant's function/profession;
- (iii) terms of employment (temporary or permanent);

- (iv) number of years with employer/organization;
- (v) purpose of the visit;
- (vi) who will be responsible for supporting the applicant financially during the stay in the Member States.

c) if the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.

### **3. Official visits**

- a) invitation;
- b) Note Verbale from Ministry for Foreign Affairs, Embassy or International Organisation, including personal data, function in the administration, purpose of the visit, dates of the visit;
- c) if available, a letter from the relevant ministry/organization.

### **4. Additional requirements for applicants travelling for the purpose of tourism**

- a) detailed travel itinerary;
- b) hotel / Accommodation reservation.

information:

- (i) the applicant's personal data;
  - (ii) indications of the course that the applicant has been admitted to/what research work to be done;
  - (iii) course/research duration;
  - (iv) information about the language in which the study program /courses will be held/taught;
  - (v) who will be responsible for supporting the applicant financially during the stay in the Member State;
  - (vi) date and contact details from the Member State's educational institution.
- b) signed letter from your educational institution in Ethiopia containing your personal data, name of institution, contact details, course enrollment and number of years at institution.
- c) final qualification achieved: either High School Education Certificate entitling to access to University OR Post-secondary education, Diploma or Bachelor which has to be: Certified "true copy" from the relevant Institution, College or University duly legalized by the competent authority. Accompanied by the transcript and student academic record.

### **7. Additional requirements for applicants travelling for purpose of sport events**

a) signed letter of invitation. The invitation must contain the following information:

- (i) the applicant's personal data;
- (ii) the name and date(s) of the event in the Member State;
- (iii) if the event organizers will cover any expenses and/or insurance of participants;
- (iv) date and contact details of the organizer

b) if the applicant is part of a group or representing an organization, a dated and signed letter from the group leader or organization is required, which needs to state the following:

- (i) the applicant's personal data;
- (ii) information on specific function held within the group/organization;
- (iii) the applicant's previous sport results (national and/or international);
- (iv) the applicant's level of competition;
- (v) the name of the responsible person or organization for the financial support during the period of stay in the Member States.

c) sponsorship agreement (in case the sponsor covers the costs).

d) confirmation of participation in the sports event from the relevant Ethiopian sports federation.

### **8. Additional requirements for applicants travelling for the purpose of medical treatment**

a) a letter from the medical institution or doctor in the Member State of destination indicating the following:

- (i) the contact with the local doctor;
- (ii) nature of the treatment;
- (iii) estimated time for recovery;
- (iv) the need for return visits;
- (v) the cost of treatment;
- (vi) the mention that the patient is accepted;
- (vii) the indication that the treatment can be performed;
- (viii) the indication that the medical institution or doctor agrees with the intended method of payment.

b) a letter drafted and signed within the last 3 months by the applicant's local doctor in Ethiopia providing background information about the medical treatment and confirming the need of specific medical treatment to be provided abroad or examination report by the cooperation doctor of the Embassy.

c) proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment (and related expenses).

d) proof from the medical institution showing that it agrees with your intended method of payment.

e) in some cases, additional medical consultations may be required to confirm the diagnosis prior to finalizing the visa process.

### **9. Additional requirements for minors (under the age of 18 years)**

a) original of birth certificate;

b) copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information);

c) legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling;

d) if either one of the parent is absent or deceased this must be supported by a court decision or a death certificate when applicable;

e) if the legal guardian is someone else apart from the parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship;

f) a letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative;

g) if the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.

### **10. Additional requirements for non-Ethiopian applicants residing in Ethiopia**

Copy of the applicant's Ethiopian residence permit. If the applicant intends to return to Ethiopia, the residence permit should be valid for at least 3 months after the planned stay in the territory of the Member States. In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.