EUROPEAN
COMMISSION

Brussels, 18.6.2026
C(2026) 4062 final

ANNEXES 1 to 2

**ANNEXES**

***to the***

**Commission Implementing Decision**

**amending Implementing Decision C(2017) 5853 as regards the list of supporting documents to be submitted by applicants in Ethiopia and South Africa for short-stay visas**

# ANNEX I

## ‘Annex III

## List of supporting documents to be presented by applicants in Ethiopia for short-stay visas

### 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 last six 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 six months.

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 organisation 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 organisation abroad;
(vi) proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned, if applicable (cf. the website of the Member State of destination).

b) signed letter from current employer or organisation 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/organisation;
(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 attends 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) Additional Note Verbale sent to the Ministry of Foreign Affairs of the Member State concerned by the inviting Embassy/International Organisation, if applicable (cf. the website of the Member State of destination);
d) Letter from the relevant ministry/organisation.

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

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

**5. Additional requirements for applicants travelling for purpose of visiting family and friends**

Invitation, including a free text invitation letter. Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form. Minimum requirements:

(i) name and address of both host and applicant;
(ii) relation between host and applicant;
(iii) purpose and duration of stay (date of arrival and departure);
(iv) indication of person covering the costs;
(v) if host is paying for the trip, documentation on occupational / financial situation of the host.

## 6. Additional requirements for applicants travelling for purpose of short-term study and research

a) Letter of acceptance from the Member State´s educational institution. The letter must contain the following 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 legalised 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 organisers will cover any expenses and/or insurance of participants;
   (iv) date and contact details of the organiser

b) if the applicant is part of a group or representing an organisation, a dated and signed letter from the group leader or organisation is required, which needs to state the following:
   (i) the applicant's personal data;
   (ii) information on specific function held within the group/organisation;
   (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 organisation 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 finalising 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) legalised 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 intents 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.

**11. Additional requirements for seafarers**

a) employment contract
   – photocopy of the working contracts of the seafarer in order to board the ship;
b) invitation letter from the maritime agency;
c) seaman's book;
d) invitation from the maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data:
   (i) name and family name of the seafarer;
   (ii) place and date of birth, passport number, seaman's book number;
   (iii) date of issue, period of validity;
   (iv) position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter);
   (v) date and airport of entry into the territory of the Member States;
   (vi) name of the boat;
   (vii) port of boarding;
   (viii) duration of the contract;
   (ix) itinerary that the seafarer will follow to arrive in the Member State of destination.

   In the letter of invitation, the maritime agency from the Member State should indicate the name and address of the Ethiopian agency which collaborates with her or which will be in charge of presenting the visa applications or that will be in charge of taking care of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.

   If the application is presented by a maritime agency of Ethiopia, letter of invitation of the Ethiopian agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

**12. Documents to be submitted for airport transit**

a) Proof of entry permit for the country of final destination.
b) Documents in relation to the onward journey to the final destination after the intended airport transit.'