

## ANNEX

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

#### **I. General requirements**

##### **1. Travel arrangements**

- a) Round trip ticket(s) booking or reservation (including intra-Schengen travels if applicable)
- b) Proof of accommodation such as
  - hotel reservation(s) (with proof of sufficient financial means to cover the accommodation(s) if the reservation is not prepaid or cancellable without fees before the arrival), or
  - other prepaid accommodation (vouchers by local travel agencies cannot serve as proof of prepaid other accommodation), or
  - private accommodation with proof of property, or
  - letter of invitation by a host, which includes the address of stay, or
  - proof of private accommodation using the form as per national legislation of the country of destination, if applicable.

##### **2. Proof of financial means of the applicant:**

Proof of personal assets or means of subsistence, such as

- bank account statements with official stamp from the bank, showing movements of the past six months period, with bank information on the means and conditions to withdraw money from the account (i.e. terms and conditions of the account, sometimes included in the bank statements), or
- credit card with account statements of the last six months, or
- proof of income of real estate property.

In addition,

- a) for employees:
  - employment letter, specifying the date of recruitment, job position in the company, salary level and absence permission,
  - last three payment slips, and
  - registration with CNSS (National Social Security Fund).
- b) for company owners:
  - company statutes (copy),
  - business registration (copy), and
  - company bank statements for the last three months or tax statements for the company.
- c) for self-employed persons:
  - syndicate card or letter,
  - tax statements, and

- proof of current business activities (order, contracts, etc.).
- d) for retired persons:
- proof of pension.
- e) for students of higher education:
- proof for university or institution enrolment and confirmation of attendance of classes,
  - proof of scholarship (if applicable), and
  - proof of source of livelihood during the study and stay period.
- 3. Extract of family register (*ekhraj kaid aily*):** original or legalised copy, either not older than six months or stamped by the competent authorities as “register up-to-date”.
- 4. Minors (less than 18 years old):**
- a) for minors travelling with their parents: a school certificate only.
- b) for minors travelling alone or with one parent only or with the legal custodian:
- birth certificate of the minor and copy of the passports of the parent(s) or legal custodian,
  - notarised consent of the non-traveling parent(s) or proof of sole custody of the traveling parent or legal custodian (unless both parents are present at the time of application), and
  - school registration certificate,
  - only for minors travelling alone: Proof of travel arrangements for the minor and financial means of the parents to cover all expenses of the journey and stay in the country of destination, as detailed under I.1. and I.2. respectively.
- 5. Non-Lebanese nationals residing in Lebanon:**
- residence permit valid **at least three (3) months after anticipated date of return** to Lebanon,
  - work permit **valid for at least three (3) months after anticipated date of return**, if applicable.

## **II. Supporting documents to be submitted depending on travel purpose**

### **1. Tourism**

- confirmation of booking of an organised trip, or
- other appropriate document indicating the envisaged travel plans (such as reservation(s) and ticket(s) to attend event(s) at the destination(s)) or
- a detailed travel plan presented in writing by the applicant.

### **2. Business/Official**

- a) Information to be provided by the inviting company/organisation: an official invitation, stamped and signed and containing the following information:
- the full address of the company/organisation and name of a contact person,
  - nature of the business/field of expertise,

- extract of the business register in the country of destination (not applicable for public administration entities),
  - name and position of the countersigning officer,
  - purpose and duration of the visit,
  - person or entity, who will bear the applicant's travel and subsistence expenses, if the cost will be covered by the inviting company/organisation.
- b) Information to be provided by the sending company:
- for business owners: proof of current business relations such as invoices, customs documents,
  - for employees travelling on behalf of the company: employment letter, specifying the purpose of the trip and person or entity, who will bear (and, if applicable, guarantee) the applicant's travel and subsistence expenses.

### **3. Family/private visit**

- a) Proof of family ties of the visa applicant with the inviting person in the country of destination (e.g. extract of family register), if applicable
- b) Invitation letter containing the following information:
- name of the applicant,
  - name of the host and address,
  - reason for and duration of the visit,
- accompanied by a copy of the passport and/or residence permit of the host,
- c) if the applicant does not cover the stay by own financial means: Proof of sponsorship using the form as per national legislation of the country of destination (in case the authorities of the country of destination do not check the financial situation of the sponsor, the proof of sponsorship should be accompanied by the sponsor's last three payment slips or proof of other sources of income).

### **4. Medical treatment**

- a) Official letter by medical institution or physician in the country of destination containing the following information:
- Confirmation of the date and location of the appointment,
  - name and phone number of a contact person in the medical institution able to provide information on the applicant,
  - type and duration of treatment to be provided,
  - estimated costs of treatment to be provided.
- b) Statement by a medical institution or physician in Lebanon stating the kind of medical treatment or examination needed, justifying the reason(s) for the treatment in the country of destination,
- c) Confirmation of advance payment for the medical treatment or any other proof of financial arrangements made.

### **5. Study, research or internship:**

- for study and/or research: certificate of admission or registration at an educational institution for the purpose of attending academic programmes or vocational courses.
- for internship: internship agreement or confirmation letter from the inviting company.

## **6. Participation in cultural or sports events**

- a) Original letter of invitation from the organiser of the event in the country of destination containing the following information:
  - name and date of the event,
  - detailed programme of the event,
  - role of the applicant in the event,
  - information of the entity covering the travel costs, accommodation and expenses during the trip.
- b) Letter from the institution sending the concerned applicant, if applicable.
  - a document proving the applicants membership in a national or other sport team, or
  - a Verbal Note from the Ministry of Sport and Youth confirming the applicant's membership in a sports association.

## **7. Airport transit**

- a) Valid entry permit, e.g. visa for the country of next or final destination,
- b) Proof of arrangements made for onward journey, such as copy of onward ticket or reservation, and plausible explanation of itinerary.