



EU

Schengen C-Type Visa – Document Checklist

BG



All documents to be provided must be in Bulgarian or English only or legally translated into English or Bulgarian.

1	<p>Visa Application Form – Filled in legibly in typed letters and signed by the Applicant in BLUE ink in front of the Submission Officer. <u>If applicant is a minor below the age of 14 – BOTH parents must sign the application form in front of the officer.</u> <u>If applicant is a minor from 14 to 18 years – the application form must be signed by the applicant and countersigned by BOTH parents in front of the officer.</u> In cases where only one of the parents is present to sign the application form, there should be a:</p> <ol style="list-style-type: none"> Notarized Consent from the other parent (Consent letter should include statement that the minor can apply for visa); Death certificate of parent; Divorce decree with clear mention of FULL custody / custody decree – if parents are divorced. <p>FOR MULTIPLE ENTRY VISA (MEV) – Please state your request clearly in the application form e.g. “one year” for the period of validity, “90” for days of stay.</p>
2	<p>Photograph – One (1) recent color Photo, White Background, not older than 6 months, 4.5 cm x 3.5 cm (a full-face photo with clear, large enough face which takes up 70-80% of the photo)</p>
3	<p>Original Passport/Travel Document that meets the following requirements:</p> <ul style="list-style-type: none"> Passport should be valid for at least 3 months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; contains at least 2 CONSECUTIVE blank pages for visa purposes; has been issued within the last 10 years. <p>Photocopies of data page and previous Schengen visas for the last 3 years are required (in case of a new passport, photocopies of the old passport).</p>
4	<p>Copy of UAE Residence Visa and Emirates ID card – Residence permit must be valid 3 months beyond the intended date of departure from the territory of the Member States.</p>
5	<p>Copy of flight ticket or flight reservation including return flight. If travelling to several Schengen States, itinerary reservation.</p>
6	<p>Travel Insurance – A medical insurance valid for all Schengen countries for the whole period of the trip, covering all costs for repatriation and for urgent medical care and emergency hospital treatment for the period of the stay. <u>The insurance amount cannot be less than 30 thousand euro.</u></p>
7	<p>Accommodation (when travelling to several Schengen States, proof of accommodation in each one of them)</p> <ol style="list-style-type: none"> Hotel reservation, indicating the period of stay, must include applicant’s name and hotel information details; Copy of a rental contract or proof of ownership of real estate in Bulgaria; Confirmation of private accommodation, mentioning that the host will cover the accommodation costs. confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.
8	<p>Proof of sufficient and regular Financial Means</p> <ol style="list-style-type: none"> Bank account statements for the last 3 months <u>before application, originally stamped</u> by the Bank, <u>not older than 10 days from date of submission;</u> Payslips; Valid international credit card, accompanied by bank statements; Proof of sponsorship. If a sponsor will cover the expenses, sponsor’s original bank statement for 3 months should be presented along with the guarantee letter and passport copy.
9	<p>Non objection letter from employer or sponsor</p> <p>If Applicant is employed: original letterheaded, signed and stamped letter from employer stating the applicant’s date of recruitment, employment status, position, length of contract, salary and permission for leave (No objection to travel to Bulgaria). Must contain full address and contact information of the employer.</p> <p>If Applicant is self-sponsored (owner of a private company): Valid Trade License copy with applicant’s name and Partners List showing applicant’s share in the company (if not mentioned in the License).</p> <p>If Applicant is a Golden Visa holder: Cover letter from the applicant along with:</p> <ol style="list-style-type: none"> Proof of investment: For property owners – Title Deeds of properties Proof of pension (bank account or pensioner document) <p>If sponsored by spouse/parents: Non objection letter, Passport and UAE Residence Visa copy of the sponsor and Declaration that he/she will cover all expenses related to the trip.</p> <p>If Applicant is a student:</p> <ul style="list-style-type: none"> Student certificate from university (proof of enrolment) Documents from the parents, indicating that they can cover all expenses during the journey and a Declaration that they will cover all the expenses. <p>For minor applicants (under the age of 18):</p> <ul style="list-style-type: none"> Birth Certificate with both parents’ names mentioned. N.O.C.: Consent letter, signed by both parents at the Visa Application Center Copies of both parents’ passports and UAE residence visas. <p>* Minors travelling alone without their parents/legal guardian: Notarized consent of parents / duly legalized authorization / power of attorney notary certified by both parents that they agree their child to travel unaccompanied by them and copy of passports of parents/legal guardians (if single parent or holder of the parental authority – the relevant court decision must be submitted at the time of application).</p> <p>EU Spouse:</p> <ul style="list-style-type: none"> Marriage Certificate should be submitted. The document should be attested by the respective Embassy and then by the UAE MoFA. Passport copy of the EU spouse.
10	<p>Documents to be submitted relating to the purpose of the journey:</p> <ol style="list-style-type: none"> TOURISM: Full travel itinerary and documents showing transport plan. BUSINESS

	<ul style="list-style-type: none"> - Original and Copy of Official Invitation from the inviting company, certified by the Migration Directorate of the Bulgarian Ministry of Interior and notary verified. - Signed and stamped invitation letter from the inviting company to attend a meeting, conference or event or other documents which shows the existence of trade relations or relations for work purposes. 3) OFFICIAL DELEGATION/MISSION: Letter issued by the authority concerned confirming identity of the applicant, purpose of the journey, period of intended stay and accommodation details. 4) PRIVATE VISIT: <ul style="list-style-type: none"> - Original and Copy of Official Invitation from the host, certified by the Migration Directorate of the Bulgarian Ministry of Interior and notary verified. - A copy of the ID card or passport of the host and a copy of the residence permit, if the host is a non-EEA national. 5) MEDICAL TREATMENT <ul style="list-style-type: none"> - A document issued by a medical institution in Bulgaria confirming that the applicant will receive medical care in that institution. - Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage. 6) STUDY OR TRAINING: <ul style="list-style-type: none"> - A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training; - Student cards or certificates of the courses to be attended. 7) SEASONAL WORK <ul style="list-style-type: none"> - Declaration and a list of foreigners registered at the Bulgarian Employment Agency; - A copy of the signed and stamped Employment Contract; - Declaration by the Bulgarian employer that accommodation is provided for the seasonal worker (if not stated in the Employment Contract). 8) FOR NANNIES/HOUSE HELP, TRAVELLING WITH SPONSOR <ul style="list-style-type: none"> - Original NOC from the UAE Visa Sponsor Company/Agency/Tadbeer, mentioning purpose of travel, details of agreement between Agency and Accompanying Employer. - Signed Letter of Financial Responsibility from the Accompanying Employer, along with their Original Salary Certificates and Original Bank Statements. - Passport Copy and UAE Residence Visa Copy of the Accompanying Employer. Bulgarian nationals must also provide a copy of Bulgarian ID. 9) CULTURAL / SPORT <ul style="list-style-type: none"> - For cultural events: Invitation from the organizer of the event - For sport events: Invitation from the respective Bulgarian sports federation, confirming the participation in the event and a letter from the sending sports club or sports federation.
11	Visa Copies – Copies of previous or Current Visas from Bulgaria, USA, UK, Schengen, and European Union
12	Cover Letter / Motivation Letter by the applicant , explaining the purpose of the visit to Bulgaria.

REMARKS to be filled out by VFS staff (please tick what is applicable)

Applicant travels:

- Alone
- With family member/s
- With a group as (specify e.g. colleague, escort...)

Applicant's documents are:

- Complete
- NOT complete – applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application.

REMARKS:

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Important Notes

- There is no express visa service
- The application must be submitted at least 15 days prior to the intended travel date.
- All applicants must be present, including minors.
- Documents, that are not listed in this checklist and are not relevant to the VISA application **WILL NOT BE ACCEPTED.**
- The Consulate General of Bulgaria in Dubai reserves the right to ask for additional documents and/or call applicant for an interview.
- For children registered in their parent's passport, a separate application form must be submitted.
- Visa processing time required for your application is minimum 15 working days and may be extended on a case-by-case basis.
- Applying without the complete set of documentation according to the above checklist may result in the rejection of the visa application.

SIGNATURES and AGREEMENT

a) For Visa Applicant: I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

..... (Signature of applicant)

b) For VFS staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

..... (Signature of VFS staff)