



Checklist for Short Stay - PROFESSIONAL VISIT VISA

Check Box	List of requisite documents	Remarks
	The invitation letter from Bulgarian company or institution, etc. (original and copy).	
	Certificate of employer: it should be an official letter bearing a stamp, with an indication of an address, working telephone number and position.	

OBLIGATORY DOCUMENTS

	Visa application form (fulfilled and signed personally by the applicant)	
	Travel passport with validity of minimum 3 months upon termination of the planned trip (+ copy of the first page of the passport). Signature in the international passport is mandatory!	
	Color photo 3,5x 4,5 taken on the light background (including, the photo for a child, registered on the passport)	
	Medical insurance valid for all the Europe and the whole length of the journey, with minimum coverage of 30,000 euro	
	Air tickets (original and copy), or confirmed reservation of tickets, or transport documents (in this case original should be provided while receiving back the passport)	

For all minors it is necessary to apply a Birth Certificate and:

In case of minors travelling without parents/legal tutors applying a single entry visa:	
<ul style="list-style-type: none">• Copy of a notary certified authorization signed by both parents must be submitted.• For minor traveling with just one of them, such authorization must be signed only by the other parent.	
In case of minor traveling without parents or legal tutors applying multiple entry visa:	
<ul style="list-style-type: none">• Copy of a notary certified authorization signed by both parents must be submitted For the whole term.• For minor traveling with just one of them, such authorization must be signed only by the other parent.	

To make easier the visa application process, please, prepare previously your documents in the following order:

	Travel passport	
	Application form with stick photograph	
	Copy of first page of travel passport	
	Documents confirming the purpose of travel	
	Medical insurance	
	Reservation of roundtrip ticket	
	Job certificate	
	Money availability	
	In case of minor traveling without parents or legal tutors:	
	Additional documents	

Remarks: _____

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Declaration:

I have been informed that an application with out a complete set of documentation according to the above mentioned checklist may result in a rejection of my visa application. Besides, the Consulate General of Bulgaria reserves the right to ask for an additional supporting document does not guarantee the issue of visa.

Date: _____

Applicants Signature : _____

VFS Officer Signature: _____

ATTENTION :The Consulate General of Bulgaria have a right to ask any other additional documents it consider necessary, may call the applicant for an interview, and have a contractual right of refusal without any explanation. In all cases the visa fee is non-refundable.