



سفارة جمهورية بلغاريا - الرياض

Посолство на Република България - Рияд  
Embassy of the Republic of Bulgaria - Riyadh

Checklist – Short Stay Visa – Business

Greetings from the Embassy of the Republic of Bulgaria in Riyadh and thank you for your interest to apply for a short stay **business visa** for the Republic of Bulgaria. Together with our partners from VFS, we are committed to make this process as smooth as possible. Please use the following checklist as a guide in order to prepare your visa application thoroughly and to speed up the processing time. The checklist is divided in multiple sections, depending on the type of applicant you are.

Visa Application Requirements			
All applicants			
	Type of document	Yes/No	Remarks (if any);
1	<b>Application form (available online, free of charge)</b> - Make sure the application form is fully completed, signed and dated. - <u>In case of minors</u> (travelling with family or alone), please see section “Minors” below.		
2	<b>One recent passport size photo (3.5 x 4.5 cm)</b> - Photos must be taken within the last 3 months, have a light background, neutral expression, and no head coverings, except for religious reasons.		
3	<b>Valid travel document – passport + copy of ID page, signature page and previous Schengen or other visas</b> - Please ensure that that passport <u>has at least 3 months validity after the intended date of return from the Schengen area.</u> - Passport has to be issued <u>within the last 10 years</u> and contain <u>two front facing blank pages.</u> - If the passport does not contain the place of birth (e.g. Saudi Ordinary passports), ID card or Birth Certificated, <u>translated in English</u> should also be presented.		
4	<b>Medical Insurance</b> - Medical insurance should have a coverage of at least 30 000 euros for medical emergencies, including repatriation. - It should be valid for the <u>entire</u> Schengen area		
5	<b>Invitation letter from a Bulgarian Company</b> - The invitation letter should be legalised through the relevant Bulgarian Migration Authorities. While original of the letter is required, a copy is also accepted. The original can be request by the Border Police on arrival in Bulgaria. - The invitation should include the contact details for the inviting company and full reference address.		
6	<b>Flight and/or travel reservation</b> - Please include details of the itinerary, flight reservation number		
7	<b>Hotel reservations and other proof of accommodation</b>		
8	<b>Proof of Employment</b> - Original letter from employer/sponsor in Saudi Arabia, stating employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and <u>contact details of the HR department.</u> Letter should be <u>attested</u> by the Chamber of Commerce. - If the expenses for the trip are covered by the sending company, this should be also included in the letter.		
9	<b>Proof of sufficient financial means</b> - Please provide <u>a bank statement for the past 3 months.</u> The statement should show the availability of sufficient funds to cover the expenses during the entire stay in the Schengen area. Additionally, a credit card statement may be included also. - The Bank Statement should be <u>issued and stamped</u> by the relevant bank. Online statements are accepted if they have a valid <u>QR Code.</u> - For <u>Non-Saudi nationals</u> , please check section Non-Saudi Applicants.		
10	<b>National Address Certificate</b>		

<b>Non-Saudi Applicants - Additional documents</b>			
1	<b>Proof of legal residency in the Kingdom of Saudi Arabia</b> - Please provide your IQAMA and copy, translated in English by a certified translation service. - IQAMA should be valid for <u>at least 3 months after</u> the intended date of return from the Schengen area.		
2	<b>Exit-Re-entry visa for Saudi Arabia</b> - The visa should be valid for return to Saudi Arabia after the intended date of return from the Schengen area.		
3	<b>Proof of sufficient financial means</b> - The bank statement as outlined in section "All applicants, point 8", should be issued for the <u>past 6 months</u> .		
<b>Minors - Additional documents</b>			
1	<b>Application form (available online, free of charge)</b> - Application form should be <u>signed by both</u> parents and/or legal guardians. - <u>If travelling with parents/legal guardians</u> , please provide <u>original</u> birth certificate, family book or court documents reflecting guardianship and 1 copy, translated in English. - <u>If travelling alone</u> , please provide a legalized parental authorization and/or from legal guardians, <u>original</u> birth certificate, family book or court documents reflecting guardianship and 1 copy, translated in English. As well as copies of parents' or legal guardians' passports (information/ID page and signature page).		

**Additional Information**

- As stated above, original documents should be submitted with copies. Documents should be translated in either English, as stated, or Bulgarian.
- The provided checklist is intended as a guide and is not exhaustive. On an individual basis, additional documents may be required, including an interview at the Embassy of the Republic of Bulgaria. Failure to submit the documents above can increase the chance of visa refusal.
- Fingerprints data is collected for people above 12 years of age at the date of application.
- Visa processing time is up to 14 days. In rare occasions visa processing time can be extended up to 45 days. In even rarer occasions visa processing can be extended further.
- Applicants are responsible to submit their applications in a timely manner to ensure proper processing time between the date of submission and the intended date of travel. The minimum recommended time should be at least 15 days before the intended date of travel. There is no express visa service.
- In the event of a visa refusal or withdraw of the application, visa fees and VFS service fees are non-refundable.

By signing bellow, you acknowledge your understanding of the visa process. You agree to obey the terms of the visa, to not rely on the public services of the Republic of Bulgaria and/or the other Member States of the Schengen area. You acknowledge that the visa process does not guarantee the granting of a visa.

\_\_\_\_\_  
Applicant/Parent/Guardian name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Applicant mobile number

\_\_\_\_\_  
Applicant e-mail

\_\_\_\_\_  
VFS Officer Receiving Application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place and Date