

## ANNEX II

### **List of supporting documents to be presented by visa applicants in Armenia**

#### I. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

1. Airline ticket reservation
2. Proof of accommodation e.g. hotel booking
3. Proof of economic and social ties in Armenia and sufficient means of subsistence during the period of intended stay
  - Recent letter from the employer with salary indication (issued no later than a month ago)
  - Bank statement for the last three months
  - Proof of property ownership (cars, apartments or other real estate)
4. Non-Armenian nationals: Proof of legal residence in Armenia valid 3 months after the intended date of departure from the territory of Member States
5. Minors travelling without parents or with one parent
  - Birth Certificate
  - Marriage Certificate of parents
  - the consent of the parental authority or legal guardian only in case the minor travels alone or only with one parent.

#### II. SPECIFIC REQUIREMENTS DEPENDING ON THE PURPOSE OF TRAVEL:

1. Tourism
  - Proof of accommodation in all the Member States in case the applicant intends visit several Member States
2. Business
  - Invitation by an inviting company / legal person / branch in the Member State<sup>1</sup>
  - The invitation must specify whether the accommodation is provided by the inviting party. If this is not the case , a hotel booking is required
  - The invitation must specify who covers the expenses of the stay; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months are required
  - Private entrepreneurship: a registration of the applicant's company in the state register
3. Private visits (family/friends)
  - Invitation/sponsorship form validated by the competent authorities of the Member State with confirmation that the inviting / sponsoring party has sufficient financial means. Some Member States require that a national form be used (information to be obtained from the Member State of destination).

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<sup>1</sup> For Italy: an Italian State Register certificate and a copy of ID document of the person who signs the invitation letter must be attached

- The invitation/sponsorship form must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation/ sponsorship form must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
4. Visiting close relatives: spouses, children (including adopted children), parents (including legal custodians), grandparents, grandchildren visiting citizens of Armenia legally residing in the Member States, or citizens of the Union residing in the territory of the Member State of which they are nationals:
- Invitation validated by competent authorities with confirmation that the inviting party has sufficient financial means; or formal letter of obligation
  - An official document confirming the existence of relationship with proof of his / her legal residence in the country of destination
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
5. Travelling for medical reasons (and the need for being accompanied):
- An official document of the medical institution confirming medical care in that institution, the necessity of being accompanied and proof of sufficient financial means to pay the medical treatment
  - The official document must specify the details of the accommodation; in case the applicant does not stay in the hospital, a hotel booking is required.
6. Transit:
- Visa or other entry permit for the country of destination
7. Members of official delegations including permanent members of such delegations who, following an official invitation addressed to Armenia, shall participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of one of the Member States by intergovernmental organisations:
- a letter issued by a competent authority of Armenia confirming that the applicant is a member of its delegation, respectively a permanent member of its delegation, travelling to the territory of the other Party to participate in the aforementioned events, accompanied by a copy of the official invitation
  - The invitation must specify the details of the accommodation; in case it is not provided by the event organizer, a hotel booking is required
  - The letter or the official invitation must specify who covers the expenses. In case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
8. Pupils, students, post-graduate persons and accompanying teachers who undertake trips for the purposes of study or educational training, including in the framework of exchange programmes as well as other school-related activities:

- a written request or a certificate of enrolment from the host university, college or school or student cards or certificates of the courses to be attended;
  - The enrolment certificate must specify the details of the accommodation; in case it is not provided, a hotel booking or any other proof of accommodation is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
9. Journalists and technical crew accompanying them in a professional capacity:
- a certificate or other document issued by a professional organisation or the applicant's employer proving that the person concerned is a qualified journalist and stating that the purpose of the journey is to carry out journalistic work or proving that he/she is a member of the technical crew accompanying the journalist in a professional capacity;
  - The certificate of the employer must indicate who covers the expenses. If the employer covers the costs, the employer's bank statement for the last three months is required. In case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
10. Participants in international sport events and persons accompanying them in a professional capacity:
- a written request from the host organisation, competent authorities, national sport federations or national Olympic committees of the Member State;
  - A written request must specify the details of the accommodation; if accommodation is not arranged by the event's organizer, a hotel booking is required.
  - A written request must specify who covers the costs; if the costs are covered by the event's organizer or the sending organization, its bank statement for the last three months is required.
11. Members of the professions participating in international exhibitions, conferences, symposia, seminars or other similar events:
- a written request from the host organisation confirming that the person concerned is participating in the event;
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
12. Representatives of civil society organisations and persons invited by Armenian community non-profit organisations registered in the Member States when undertaking trips for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes or Pan-Armenian and community support programmes:
- a written request issued by the host organisation, a confirmation that the person is representing the civil society organisation or participating in Pan-Armenian

or community support activities and the certificate on establishment of such organisation from the relevant register issued by a state authority in accordance with the national legislation;

- The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required
13. Persons participating in scientific, academic, cultural or artistic activities, including university and other exchange programmes:
- a written request from the host organisation to participate in the activities;
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
14. Drivers conducting international cargo and passenger transportation services to the territories of the Member States in vehicles registered in Armenia:
- a written request from the national association (union) of carriers of Armenia providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips;
15. Participants of the official exchange programmes organised by twin cities and other municipal entities:
- a written request of the Head of Administration/Mayor of these cities or municipal authorities;
  - The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required
  - The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.
16. Visiting military and civil burial grounds:
- an official document confirming the existence and preservation of the grave as well as family or other relationship between the applicant and the buried.