# ANNEX III

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

**United States of America (Atlanta, Bedford, Boston, Chicago, Cleveland, Detroit,**

**Houston, Los Angeles, Miami, Newark, New York, Philadelphia, San Francisco, San Juan, Tampa, Washington)**

1. **Proof of legal residence in the USA and re-entry document**

Original of valid US alien registration card (residence permit, aka: green card) or valid US resident visa[[1]](#footnote-1). The US residence permit or visa should be valid at least three months beyond the intended departure from the territory of the Member States.

1. **Proof of travel arrangements**

Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited OR if the trip covers several Schengen States and nonSchengen countries) .

1. **Proof of accommodation - Evidence of hotel bookings or travel plans** Evidence of hotel bookings or travel plan for the entire Schengen area:
* Individuals: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number.
* Groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).

**4. Supporting Documents**

* VISITING FAMILY/FRIENDS:
* Invitation letter from friend/relative (Some Member States' consulates may require that a specific form be used for the invitation letter[[2]](#footnote-2). Please refer to the website of the Member State concerned for further information). If the case: copy of ID (national or residence permit) of inviting friend/relative.
* BUSINESS:
* A letter of invitation from the business partner specifying the nature of the business (Some Member States' consulates may require that a specific form be used for the invitation letter[[3]](#footnote-3). Please refer to the website of the Member State concerned for further information);
* reference letter from employer; and
* confirmed accommodation if different from hotel, stating name, address and telephone number of the lodging place.
* STUDENTS/RESEARCHERS:
* Certificate from the receiving institution on the length and purpose of stay;
* Certificate from Home institution on enrolment (student cards only are not

sufficient); and

* confirmed accommodation.

**5. Proof of sufficient means of subsistence for the intended journey**

* Bank account statement(s) during the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;
* OR if self-employed (tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);
* OR if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension);
* In case of business, if applicable, letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)
* In case of students/researchers, if applicable, letter stating that all expenses are fully covered by.
* If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage. (see previous paragraphs) .
1. E.g. type A, E, F plus endorsed I-20 by competent authority, G, H, I, J plus J1 documents, L, O, R. [↑](#footnote-ref-1)
2. Austria, Belgium, Finland, France, Germany, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland. Denmark: may be requested if Denmark is represented by another Member State. [↑](#footnote-ref-2)
3. Austria, Finland, Hungary, Italy, Latvia, Poland, Portugal, Slovakia, and Slovenia. Denmark: may be requested if Denmark is represented by another Member State [↑](#footnote-ref-3)