



## CYPRUS – CHECKLIST FOR TOURIST VISA

1. **It is advisable to apply for a Cyprus Visa at VFS at least 10 working days prior to your planned journey to Cyprus. Usually the minimum issuance time of a Visa, assuming all required documents are provided, is 7 working days.**
2. **Possession of airline tickets and/or hotel reservations does not guarantee the granting of a Visa.**
3. **VFS shall not accept any applications unless all required documentation is provided.**
4. **Applications will not be considered unless all required documentation is provided.**

Check Box	List of required documents	Remarks
	<b><u>Visa application form.</u></b> Fully completed in English, with correct information and signed by the applicant at the end. Note: For Minors (under the age of 18) both parents must sign the application form.	
	<b><u>Two recent passport sized photos.</u></b> Taken within the <b>last three months.</b> Note: Passport size with white or plain light color background, frontal view (3,5 x 4,5 cm); Photos of children when children are included on parents' passports.	
	<b><u>A copy of Valid Passport (or Travel Document).</u></b> With a minimum validity of three (3) months beyond the planned stay in Cyprus. In case of new passports, the old passport is also required. In case of holding a foreign passport, a Residence Permit with a validity exceeding six months after your scheduled return.	
	<b><u>Evidence of Employment Status.</u></b>  <b>-If Employed:</b> 1-Employment letter in English and/or employment contract <b><u>showing the monthly salary.</u></b> 2-Employer's business license/certificate of registration in the Chamber of Commerce, Lebanon.  <b>-If Self-Employed:</b> 1-A copy of the business license/certificate of registration in the Chamber of Commerce. 2-Company's/ Business's Original Stamped Bank Account Statement for the last 3 months with present balance.	
	<b><u>For Domestic Staff (Housekeepers, Nannies, Drivers, etc) Accompanying their Employer.</u></b> 1-Valid residency permit of at least three (3) months (90 days) from the date of visa issuance. 2-Valid work permits from the Ministry of Labour, Lebanon. 3-Travel Insurance.  <b><u>For Domestic Staff (Housekeepers, Nannies, Drivers, etc) NOT Accompanying their Employer.</u></b> 1-Valid residency permit of at least three (3) months (90 days) from the date of visa issuance. 2-Valid work permits from the Ministry of Labour, Lebanon. 3-Travel Insurance. 4-Authorisation letter from the employer signed before an authorised Attorney Office.	
	<b><u>For students: If University Student.</u></b> Proof of enrolment	
	<b><u>For Business Travel Purposes.</u></b> An invitation letter by the host Company in Cyprus is required.	
	<b><u>Proof of Accommodation.</u></b> Evidence that shows where the applicant will be staying <b><u>throughout</u></b> his/her time in Cyprus. This could be:  1- <b><u>Hotel Reservation.</u></b> For the entire stay in Cyprus.  2- <b><u>Assumption of Responsibility for Hosting stamped from Cyprus Municipality or Mayor with host passport copy ,visa or residency :</u></b> In case the applicant will not reside at a hotel but will be accommodated by friends, family etc. The <i>Assumption of Responsibility for Hosting</i> letter can be found at <a href="http://www.mfa.gov.cy/embassybeirut">www.mfa.gov.cy/embassybeirut</a> <b>Note:</b> An Original Stamped Bank Account Statement <b><u>from the applicant</u></b> for the last 3 months with present balance is still required for this case.	

	<p><b>Proof of Financial Means</b> Evidence that shows that the applicant <u>has enough money</u> to support himself/herself throughout his/her stay in Cyprus:</p> <p><b>1-Original Stamped Bank Account Statement.</b> For the last <b>3 months</b> with present balance.</p> <p><b>2--Sponsorship of an Applicant's Trip to Cyprus :</b></p> <p><b>A.</b> A sponsor can be a person who will financially sponsor the applicant's trip to Cyprus only if:  - The sponsor is a parent of an applicant <u>who is not over the age of 25.</u>  - The sponsor is the spouse of the applicant.  - The sponsor is the child of the applicant <u>who is over the age of 65.</u></p> <p>For the above cases the following should be provided:</p> <p>(a) Sponsorship Letter in English, stating that the sponsor will be financially sponsoring the applicant's trip to Cyprus.  (b) An Original Stamped Bank Account Statement <u>from the sponsor,</u> for the last 3 months with present balance.  (c) An Original Stamped Bank Account Statement <u>from the applicant himself/herself</u> (where available) for the last 3 months with present balance.</p> <p><b>B.</b> A sponsor can be the employer of the applicant who will financially sponsor the applicant's trip to Cyprus for <u>business purposes.</u></p> <p>For the above case the following should be provided:</p> <p>(a) Sponsorship Letter in English, stating that the employer will be financially sponsoring the applicant's trip to Cyprus.  (b) An Original Stamped Bank Account Statement <u>from the sponsor,</u> for the last 3 months with present balance.  (c) An Original Stamped Bank Account Statement <u>from the applicant himself/herself</u> for the last 3 months with present balance.</p>	
	<p><b>Studying in Universities in Cyprus.</b>  1-Acceptance letter from the University in Cyprus.  2-Copy of the Blue Slip from the Migration Department of the Republic of Cyprus, if available.</p>	
	<p><b>For Minors (under the age of 18).</b></p> <p><b>1-</b>If they intent to travel <u>unaccompanied,</u> a letter of consent is required from <u>both parents,</u> legalised by the MINISTRY OF FOREIGN AFFAIRS OF LEBANON.  If parents are divorced, a custody decree is required, which is legalised by the MINISTRY OF FOREIGN AFFAIRS OF LEBANON.  If one parent is dead, a death certificate is required.</p> <p><b>2--</b>If they intent to travel <u>with one parent,</u> a letter of consent is required from the <u>other parent,</u> legalised by the MINISTRY OF FOREIGN AFFAIRS OF LEBANON.  If parents are divorced, a custody decree is required which is legalised by the MINISTRY OF FOREIGN AFFAIRS OF LEBANON.  If one parent is dead, a death certificate is required.</p> <p><b>3-</b>If they intent to travel with parents that don't require Cyprus Visa (e.g. parents have a valid Cyprus Visa or valid Double or Multiple Schengen Visa) or one parent doesn't require Cyprus Visa (e.g. EU Citizen) <u>a proof is required</u> as follows:  - Ticket reservation of all travellers.  - Hotel reservation of all travellers.  - A consent letter from the parent(s) who doesn't (don't) require visa signed before VFS officer.</p>	
	<p><b>Civil Marriage :</b> Letter by municipality at which the wedding will take place confirming date and time of event.</p>	
	<p><b>Roundtrip ticket reservations.</b></p>	
	<p><b>For non-Lebanese Citizens.</b> Applicants should be residents of Lebanon and have a valid residency permit of at least six (6) months from the date of visa issuance.</p>	

SPECIFIC CASES

**1. If applicant has a valid**, double and / or multiple entries Schengen visa on his/ her passport, he/she can enter Cyprus without a visa. Please note that no visa is required even if the Schengen Visa is not previously used to enter the country of issue).

**2.** Holders of residence permit of any EU member state do not need a visa.

**3. UN international staff** whose **PASSPORT OR LAISSEZ PASSER** has been issued either in New York or Geneva, MAY TRAVEL to Cyprus without a visa.

**4. Gratis visa fees:**

- Applicants married to EU citizens do not pay visa fees. Only service fees will be charged.
- Children of CY citizens under the age of 21 do not pay visa fees. Only service fees will be charged
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- Russian Citizens.

Remarks \_\_\_\_\_

**Declaration**

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Cyprus reserves the right to ask for an additional supporting document and does not guarantee the issue of visa.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTENTION:-** The foregoing is not an exhaustive list of required documents, Embassy of Cyprus may ask the Applicant to provide any other additional information deemed necessary as well as it may call the Applicant for an interview. It is important to mention that the presentation and processing of an Application doesn't guarantee the delivery of the requested visa.  
- In all cases the visa fee is non-refundable.