

Harmonised List of Supporting Documents for Visa Applications

In order to apply for a Schengen visa, the applicant needs to provide the documents enumerated in this list in English (or in the language spoken in the Schengen country of destination). In individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa and possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen territory lies with the national border authorities upon arrival.

Documents to be provided by all visa applicants

1. Visa Application Form correctly filled in English and signed.
2. One recent passport-size photograph used in biometric passports¹ with a light background, not stapled. Full face visibility; no head cover except for religious reasons.
3. Original passport valid for a three months period after the intended departure date from the Schengen territory states and one copy of all relevant passport pages (data page, pages containing previous Schengen visas). The passport should contain at least two blank pages and have been issued within the previous 10 years.
4. Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. The minimum coverage must be thirty thousand Euros. Original and one copy thereof. For further details please refer to the travel medical insurance information document published by the Embassies of the Schengen Member States in Saudi Arabia.
5. Copy of Flight/travel reservation/s including details of the itinerary and the reservation number.
6. Bank statements for the last two months, including the current balance, or other verifiable evidence of sufficient means of subsistence during the intended stay. A credit card copy can only be accepted along with a credit card statement.
7. In case the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.
8. For minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.
9. Original letter from employer/sponsor in Saudi Arabia stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, stamped by the Chamber of Commerce. The letter must include the purpose of the visit and cost coverage guarantee, whether it is

¹ In accordance with the international standards set out in the International Civil Aviation Organisation (ICAO) document 9303 Part 1, 6th edition and with the standards set out in Article 13 of the Community Code on Visas (Visa Code) 2009.

covered by the company or by the applicant. The letter from the sponsor must include the name and contact details (ideally GSM number) of the responsible person from the company. Self-sponsored: valid original trade licence and one copy thereof with translation. Private/domestic staff: a letter from the sponsor and a copy of the job contract.

Additionally, for Non-Saudi Nationals

10. Iqama, valid for at least three months after the planned date of return, and one copy thereof.
11. Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States.
12. Bank statements (showing the regular monthly income/salary) for the past six months² or other verifiable evidence of sufficient means of subsistence during intended stay.

² Fewer resident MS request last four months of the bank statement

A. Visa for Business Travel of up to 90 days

13. Invitation letter from a company or an authority to attend a meeting, conference or event or confirmed registrations for trade fairs or congresses. In addition documents which show the existence of trade relations or relations for work purposes. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned. Hotel reservation during the intended stay should be included.

B. Visa for Tourism or for Private Visits of up to 90 days

14. For tourism: proof of accommodation during intended stay: hotel reservation or copy of a rental contract or proof of self-used property in the name of the applicant.
15. For private visits: original invitation letter signed by the host covering the intended stay [where applicable: using the official format required by the Member State's national legislation. For further information, please verify the website of the Member State(s) of destination]. The invitation letter from the host must include the contact details and a full reference address.

C. Visa for Medical Treatment of up to 90 days

16. A document issued by the medical institution in the Schengen Member State confirming that the applicant will receive medical care in that institution; the document should include the date(s) of the treatment, duration, cost, and who covers the cost. Other supporting documents might be required, such as a medical report, or a letter from sponsor covering the cost.
17. Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage.

D. Visa for Study or Training of up to 90 days

18. Certificate of enrolment at an educational establishment in the Schengen Member State for the purposes of attending vocational or theoretical courses within the framework of basic and further training or student cards or certificates of the courses to be attended. The certificate of enrolment from the educational establishment must include the contact details and a full reference address.

E. Diplomatic and other Official Government Missions of up to 90 days

19. Verbal Note from the Ministry of Foreign Affairs or Diplomatic Mission in Saudi Arabia stating also the purpose of the visit.

For Non-Saudi Nationals:

20. Verbal Note from their Ministry of Foreign Affairs or Diplomatic Mission in Saudi Arabia stating also the purpose of the visit.

F. Airport Transit Visa

21. Valid visa for the country of next or final destination, or a copy of a residence card.
22. Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.