

CHECKLIST – BULGARIAN VISA FOR BUSINESS VISIT

1. **Application form:** fully completed in English or Bulgarian language and signed in last field.

2. **Passport:** must be valid at least three months after the intended date of departure from the territory of the Republic of Bulgaria or in case of multiple visits - after the last scheduled date of departure from the territory of the Republic of Bulgaria, containing at least two empty pages (back to back), issued within the previous 10 years. NO alteration or handwritten amendment concerning the data page

3. **One photograph:** recent, a full color photograph 3,5 cm x 4,5 cm against light-colored background – a full-face photo with clear, large enough face which takes up 70-80% of the photo; eyes must be red; the following is ineligible: photos with dark glasses; photos with hat or other head covering unless you wear this for religious reasons; non-professional photos or cut out of amateur photos

4. **Proof of residence** (if applicable): applicants staying temporarily in another state should submit a photocopy of the stay permit (e.g. valid Indian Residency Permit, return visa etc.)

5. **Travel medical insurance** shall be valid for Bulgaria and cover the entire period of the person's intended stay. The minimum coverage shall be EUR 30 000. Applicants for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed (on prescribed form).

6. **Cover letter:** explaining the purpose of the trip, duration of stay and subsequent visits, if any.

7. **Means of transportation:** return travel ticket or confirmed booking (for air/surface/sea transport).

8. **Proof of accommodation:** hotel booking or accommodation can be provided by the inviting company/person in the Invitation - Declaration.

9. **Proof of the purpose of stay in Bulgaria**

- An Invitation - Declaration for a business visit of a foreigner to the Republic of Bulgaria

The Invitation - Declaration by a natural person or legal entity for issuing a short-stay visa for the purpose of business relations shall be prepared in a form-sample (*in accordance with Enclosure No 4 or No 6 to the Regulation on procedures and conditions for issuing visas and defining the visa regime*), signed and stamped by the

inviting person, certified by a Notary Public and by the bodies for administrative control of foreigners -Migration Directorate of the Ministry of Interior of Bulgaria:
<https://mvr.bg/migration/en/administrative-services/administrative-services/other-administrative-services>

10. Proof of current social and professional status in native country

- Service – Letter issued by the employer on company’s official letterhead establishing position of the employee in the company, years in service, grant of leave and salary certificate of the last three (3) months
- Business/self-employed – Visa request letter on official letter head with company registration papers
- Student – Letter from school / university for grant of leave and copy of the valid ID

11. Proof of sufficient funds:

- Three months bank statement (saving and current a/c, as applicable), and
- Three years Income Tax returns (personal and company, if applicable)

12. **ITR:** Income Tax Acknowledgement / ITR-V from the last three (3) years

13. **For spouses/children accompanying** – tourist visa procedure to be followed

14. **Copy of the current passport** (data pages, pages with evidence of previous valid and expired visas, travels)

15. **Original(s) of previous passport(s)** or proof of loss

Important Notes:

- *The visa applicant on a first trip to Bulgaria / Schengen area must submit his/her application in person. For the next trips to Bulgaria the applications can be submitted by a representative.*
- *Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.*
- *The applicant bears responsibility concerning all content of the application.*
- *Applications cannot be submitted more than 3 months prior to departure.*

- *Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the Embassy of Bulgaria by phone or by e-mail to:
bgconsuldelhi@yahoo.com*
- *In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.*
- *However, in individual cases, that period may be extended up to 30 or to maximum of 60 calendar days particularly when further scrutiny of the application is needed.*
- *The applicant and/or its authorized representative declare being advised to submit full documentation according to the above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.*
- *Applicants are advised that during the examination of an application, Embassy may request additional documents. The Embassy may call applicants for an additional interview if deemed necessary.*
- *A short-stay visa for the purpose of a planned stay is issued to a foreigner who enters the country once, twice or repeatedly for a total period of residence up to 90 days within every 6 months from the date of first entry.*
- *It is possible to visit Bulgaria with a period of stay up to 90 days in 6 months period without Bulgarian national visa for holders of:*
 - ✓ *uniform visa (C) for two or multiple entries, valid for all Schengen Area Member States;*
 - ✓ *long-stay visa (D) for stays exceeding three months, issued by one of the Schengen Area Member States;*
 - ✓ *residence permit issued by one of the Schengen Area Member States;*
 - ✓ *national visas for two or multiple entries or residence permits of Romania, Cyprus and Croatia.*
- *Citizens of Moldova, Georgia, Montenegro, Macedonia, Albania, Serbia, Bosnia and Herzegovina, and Ukraine who have biometric foreign passports can enter and stay in Bulgaria without a visa for 90 days within 180 day period. Citizens of the above mentioned countries who do not have biometric passports should apply for a Bulgarian visa as per the standard procedure.*