

Checklist for Business Visa

SN No	Documents Required	Yes
1	Original dekont for a visa fee submitted on behalf of the Consulate in bank ING. (0-6 Ages Gratis.7-12 35 Euro over 12 60 Euro)	
2	Visa application form (fully completed by the applicant for a visa)	
3	Biometric photo, 35x45, color, background must be white, the picture is not th photographed more than 6 months, women should not have a scarf on his head	
4	Approved hotel reservation including the days of stay in Bulgaria / hotel voucher given by travel agency The invoice must be signed and stamped by travel agency. Hotel Reservation must be in Bulgarian	
5	Airline reservations five or documents showing the transport plan .	
6	For attendance to Fair the entry card or documents proving the participation.	
7	The certificate from the employer stating the employment, personal particulars of the applicant, purpose of the visit, arrival and departure dates	
8	<p>Documents showing how costs will be incurred for the trip, for example:</p> <ul style="list-style-type: none"> -Receipt of the bank account (at least 500 euros) - Document-proof pension (bank account /statement for retirement document showing that a pension issued by the Social Institute (SGK) - If employed, income for the last 4 months 	
9	<p>Applicants must prepare the documents specified below which are appropriate to their situation;</p> <p><u>If the applicant employed:</u> letter from employer and / or approval for leave (Certificate of employer: signed by Turkish employer and bearing the seal of the workplace, indicating the address and contact telephone number, position and salary rate). - SGK (social security) (registration document and SGK "hizmet dokümü". Last 4 months)</p> <p><u>If the applicant is a farmer:</u> Certificate, issued by the Chamber of Agriculture</p> <p><u>If the person is an employee or owner of the company:</u> -Copy of the company registration in chamber of commerce and copy of the bulletin of the trade register. - Tax registration certificate of the Company.</p>	
10	Circular letter for signature.	
11	<p>Evidence of business contacts with Bulgarian companies:</p> <p>For senior management and employees of the company – supporting letter with company's logo and contact details can be provided, letter should confirm business contacts, correspondence (or similar).</p>	
12	Health insurance for traveling abroad amounting to 30,000 euros, which covers the actual date of travel and return date in Bulgaria.	
13	Passport or other travel document and copies of all the pages with stamps and visas and the last page with personal information. The passport should be valid at least a further three (6) months after the date of expiry of the visa. The passport must be issued within the last 10 years and shall contain at least two blank pages. (If appliacnt has older passports, they must be copied)	

ATTENTION:

The Consulate General of Bulgaria has the right to ask for any other additional documents it considers necessary, may call the applicant for an interview, and has a contractual right of refusal without any explanation. In all cases the visa fee is non-refundable.

Applicant Name, Surname & Signature

VFS Employee Name, Surname Signature

Not: