



CHECKLIST FOR BUSINESS/ TOURISM (ORGANIZED/ UNORGANIZED)/ PRIVATE VISIT (FRIENDS AND FAMILY)/ SPORTS/ CULTURE/ EDUCATION/ RESEARCH

COMMON DOCUMENTATION FOR ALL VISA CATEGORIES		YES	NO
1.	Passport <ul style="list-style-type: none"> with at least 2 blank pages, valid for at least 90 days beyond the return date of the trip to the Schengen Area and not issued more than 10 years ago as of the date of return from your scheduled trip. 		
2.	Visa Application Form The applicant must fill out and sign the application. Suppose the applicant is under eighteen (18) or lacks legal capacity. In such cases, the application shall be signed by a parent or guardian who is required to attach a copy of the document identifying them as the applicant's legal guardian.		
3.	Photos <ul style="list-style-type: none"> 2 recent passport size photos on a light background 		
4.	US Residence Proof <ul style="list-style-type: none"> Copy of U.S. Alien Registration Card or other valid visa valid for at least three months after the intended departure from the Schengen area 		
5.	Proof of Jurisdiction: Acceptable documents include the following (must clearly show your name and current address) <ul style="list-style-type: none"> Valid Driver's License or State ID Recent utility bill (gas, water, or electricity) Lease agreement (please note that subleases are not accepted) 		
6.	Proof of Employment- Please provide a recent employment letter issued within the last 30 days. If self Employed: Please provide: <ul style="list-style-type: none"> A valid business license Your most recent tax return If Student: Please provide: A recent Enrollment Certificate issued by your school or university confirming your current academic status		
7.	Proof of Sufficient Financial means for the intended stay <ul style="list-style-type: none"> Proof of the possession of the required financial resources for subsistence amounting to a minimum of EUR 50 per day of the stay requested with the visa application or their equivalent in another convertible currency but at least EUR 500 or their equivalent in another convertible currency, or a document of prepaid tourist services 		
8.	Travel Arrangements <ul style="list-style-type: none"> Documents certifying the possession of the required financial resources to leave the country or a ticket, and if the person has entered the country by self-driven motor vehicle resources amounting to at least EUR 100 or their equivalent in another convertible currency, Flight tickets 		
9.	Accommodation Arrangements <ul style="list-style-type: none"> Document for prepaid accommodation in a tourist accommodation facility, or a notarized invitation-declaration by a Bulgarian natural or legal person with which it undertakes to cover all occurring costs for the period of stay of the foreigner on the territory of the Republic of Bulgaria 		
10.	Travel medical insurance (Present proof of possession of adequate and valid travel medical insurance) <ul style="list-style-type: none"> An insurance policy and a copy thereof issued by an insurance company licensed to operate on the territory of the European Union with a minimum amount of the cover EUR 30 000. The policy should cover all expenses for repatriation as well as for emergency medical aid and hospital treatment for the period of the stay. 		
11.	Consent for minors traveling without parents <ul style="list-style-type: none"> Birth certificate of the minor applicant (for verification of the authorization of submission of the visa application on behalf of the applicant). Consent of the parent or legal guardian to independent travelling of the child (if required by legislation of the country of residence or in accordance with the local conditions). 		

SPECIFIC DOCUMENTATION FOR AS PER VISA CATEGORIES		YES	NO
1.	BUSINESS <ul style="list-style-type: none"> - An invitation-declaration by a natural or legal person engaging in activities under the Commerce Act for issuing a short-stay visa for the purpose of business shall be signed and stamped by the person issuing the invitation, shall be legalised by a notary public - There is a format for Invitation Letter which needs to be followed for anyone applying for business Visa through VFS Global for Bulgaria 		
2.	TOURISM (ORGANIZED/ UNORGANIZED) <ul style="list-style-type: none"> - If visiting more Schengen countries apart from Bulgaria, a travel itinerary is required covering the length of stay in each country 		
3.	PRIVATE VISIT (FRIENDS AND FAMILY) <ul style="list-style-type: none"> - The invitation-declaration by a natural person for issuing a visa for a private stay for a foreigner's short-stay in the Republic of Bulgaria shall be legalised by a notary public. - Copy of the ID of inviting friend/ relative. 		
4.	SPORTS/ CULTURE/ EDUCATION/ RESEARCH <ul style="list-style-type: none"> - An invitation letter/ certificate from the receiving institution on the length and purpose of stay (E.g. Letter from Ministry of Culture, Ministry of Youth and Sport, Sports club, University etc.). - If applicable, a letter stating that all expenses are fully covered by the inviting institution. - If applicable, a reference to the bilateral agreement for waiving the visa fee 		

Other documents

In individual cases the diplomatic mission may ask for submission of additional documents in order to verify the declared purpose of the visit and applicant's intention to return to their home country or the country of their residence.

Comments by VFS staff:	
Applicants Name:	Applicant Signature:
VFS Staff Name:	VFS Staff Signature:
Date and Place:	