



## Cyprus Business Visa Requirements

| All Documents to be provided must be in English only. |   | YES | NO |
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| 1   | <b>APPLICATION FORM</b> completed, signed, and submitted by the applicant <b>in-person</b> .<br>By signing, the applicant certifies awareness of the legal consequences of providing false or incomplete information in visa proceedings.   |     |    |
| 2   | <b>2 passport size color photographs</b> in white background and dark shirt, <b>not older than 6 months, 4.5 cm x 3.5 cm</b>  |     |    |
| 3   | <b>Original Passport.</b> <ul style="list-style-type: none"> <li>Passport should be valid for at least <b>6 months</b> from the intended date of entry to Cyprus</li> <li>Applicant should be a resident in UAE for at least <b>3 months</b>.</li> <li>Current Passport must contain at least <b>two blank visa pages</b></li> </ul>  |     |    |
| 4   | <ul style="list-style-type: none"> <li><b>Passport Copy</b> (pages showing personal details, validity, and <b>UAE Valid residence visa</b>)</li> <li><b>UAE Residence Visa Copy</b> (<b>UAE residence visa must be valid for 3 months from intended date of arrival in Cyprus</b>)</li> </ul>   |     |    |
| 5   | <b>NO OBJECTION CERTIFICATE AND OR SALARY CERTIFICATES</b><br>The No Objection Certificate or Salary Certificate, must be addressed to the <b>Cyprus Embassy in Abu Dhabi</b> , including the <b>Employer's Full Name, Complete Address and Landline Telephone Number</b> , the document must include details regarding the <b>Applicant's Position, Salary, Date of Recruitment</b> . <b>The letter must be originally signed and stamped. It must not be older than a month.</b>  |     |    |
| 6   | <b>BUSINESS OWNERS/PARTNERS</b> should provide letter from the company along with a <b>COPY OF TRADE LICENSE</b>  |     |    |
| 7   | <b>Dependent Applicants who are under Husband/Father Sponsorship</b> should provide typed and originally signed NOC letter ( <u>issued by the sponsor, it must confirm the travel dates, exact purpose of travel, relationship, details of the applicant, and financial undertaking</u> ). <u>Sponsor's residential address in the UAE and contacts details must be indicated in the letter.</u> <ul style="list-style-type: none"> <li>Sponsor's Passport Copy</li> <li>UAE Residence Visa copy must be attached. <b>Original Salary Certificate and Original Bank Statements of the Sponsor must be provided along with this.</b></li> </ul>  |     |    |
| 8   | <b>Original or System generated bank statements for the past 3 months.</b> (statement to reflect the last 3 salaries).<br>The bank statements should be from the last 3 months and should not exceed this period. However, if the applicant has changed jobs within the last 5-6 months, we can accept statements for a longer period.  |     |    |
| 9   | <b>Flight Booking (round-trip).</b><br><b>Provisional Booking or Flight Reservation</b><br>The applicant is advised <u>not to purchase his/her travel ticket to Cyprus before having his/her application approved and the visa issued.</u>  |     |    |
| 10  | <b>Travel Insurance</b> - covering the entire period of intended stay, valid for Cyprus, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay ( <b>min. coverage €30,000, Insurance card copies are not accepted</b> ).<br><b>*The insurance certificate covering all the details is required to be submitted and not the entire policy</b>   |     |    |
| 11  | <b>Hotel Reservation</b> or Proof of Other Accommodation with contact details of hotel  |     |    |
| 12  | <ol style="list-style-type: none"> <li><b>Invitation Letter</b> addressed to the <b>Cyprus Embassy in Abu Dhabi</b> from the <b>Host</b> with full address in Cyprus, Phone Number and Occupation in Cyprus</li> <li><b>Host's Passport Copy</b></li> <li><b>ORIGINAL Certified Assumption of Responsibility for hosting</b> form duly completed and signed by the host, must be attested by a <b>notary public/certifying officer in Cyprus</b>. <b>Original document must be sent from Cyprus. Scan copy is not accepted.</b></li> <li><b>Proof of Address</b> – Document proof with Host's Name &amp; Address. (E.g. Utility Bill, House Contract etc.)</li> </ol> <p>If the Inviting person is in the UAE, then they have to prepare an Invitation Letter and Assumption of Responsibility and sign the documents at the Cyprus Embassy in Abu Dhabi prior to booking appointment at VFS.</p> |     |    |
| 13  | <b>Cypriot / EU Spouse</b> <ol style="list-style-type: none"> <li>Passport Copy of the spouse</li> <li>Original Marriage certificate must be presented, and a copy must be provided</li> <li>Letter from Cypriot / EU Spouse (including his/her full name, passport number – the document must include their relation and details regarding the travel).</li> </ol>   |     |    |



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| 14 | <p><b><u>IN SOME CASES - Bank Guarantee</u></b></p> <p>The possession of a valid visa does not grant the holder an unreserved right of entry to the Republic of Cyprus. The applicant may also be required to present certain evidence upon arrival.</p> <p>Submitting the aforementioned documents does not guarantee automatic issuance of the visa. The Diplomatic Mission (or Consulate) of the Republic of Cyprus, where the visa application is lodged, reserves the right to request additional documents. These may include the following:</p> <ol style="list-style-type: none"><li>1. Bank guarantee, valid for ten years, issued in the name of the Director of Civil Registry and Migration Department. The original of the Bank Guarantee must be submitted to the aforesaid Department, while a copy of it, sealed by the Civil Registry and Migration Department, should be included in the visa application supporting documents.</li><li>2. The Embassy may also ask for a copy of a Bank Guarantee Letter from the host, throughout a visitor's stay in Cyprus, to cover the possible cost of repatriation. Bank Guarantee Letters are issued for<ul style="list-style-type: none"><li>• €854,30 for visitors from Sri Lanka, the Philippines, China, and other Asian countries</li><li>• €512,60 for visitors from the CIS, and other Eastern Europe countries.</li><li>• €341,72 for visitors from Syria, Lebanon, Jordan, Egypt and other Middle East countries.</li></ul></li></ol> |  |
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**PLEASE NOTE:**

1. The Embassy reserves the right to ask for additional documents.
2. Submitting an application without the complete set of documentation according to the above checklist may result in rejection of the visa application.
3. Spouse / Children of Cypriot must present Original Marriage Certificate/Birth Certificate along with original letter from and submit a copy of the same at the time of submission for verification to avail Visa Fee Gratis.

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|-----------------------|----------------------|
| Staff Signature       | Applicants Signature |
| Date                  | Date                 |
| <b><u>Remarks</u></b> |                      |