



Friends and Family Visa Requirements

All Documents to be provided must be in English only.		YES	NO
1	APPLICATION FORM completed, signed, and submitted by the applicant in-person . By signing, the applicant certifies awareness of the legal consequences of providing false or incomplete information in visa proceedings.		
2	2 passport size color photographs in white background and dark shirt, not older than 6 months, 4.5 cm x 3.5 cm		
3	Original Passport. <ul style="list-style-type: none"> Passport should be valid for at least 6 months from the intended date of entry to Cyprus Applicant should be a resident in UAE for at least 3 months. Current Passport must contain at least two blank visa pages 		
4	<ul style="list-style-type: none"> Passport Copy (pages showing personal details, validity, and UAE Valid residence visa) UAE Residence Visa Copy (UAE residence visa must be valid for 3 months from intended date of arrival in Cyprus) 		
5	NO OBJECTION CERTIFICATE / SALARY CERTIFICATES The No Objection Certificate or Salary Certificate, must be addressed to the Cyprus Embassy in Abu Dhabi , including the Employer's Full Name, Complete Address and Landline Telephone Number , the document must include details regarding the Applicant's Position, Salary, Date of Recruitment . The letter must be originally signed and stamped. It must not be older than a month.		
6	BUSINESS OWNERS/PARTNERS should provide letter from the company along with a COPY OF TRADE LICENSE		
7	Dependent Applicants who are under Husband/Father Sponsorship 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"> Sponsor's Passport Copy UAE Residence Visa copy must be attached. Original Salary Certificate and Original Bank Statements of the Sponsor must be provided along with this. 		
8	Students under University sponsorship should provide Original NOC from the University .		
9	Original or System generated bank statements for the past 3 months. (statement to reflect last 3 salaries). 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.		
10	Flight Booking (round-trip). Provisional Booking or Flight Reservation The applicant is advised <u>not to purchase his/her travel ticket</u> to Cyprus <u>before having his/her application approved</u> and the visa issued.		
11	Hotel Reservation or Proof of Other Accommodation with contact details of hotel		
12	Travel Insurance - 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 (min. coverage €30,000, Insurance card copies are not accepted). *The insurance certificate covering all the details is required to be submitted and not the entire policy		
13	Day-by- Day Travel Itinerary – Applicants must provide a travel itinerary of the activities conducted in Cyprus. Sample Format.		
14	<ol style="list-style-type: none"> Invitation Letter addressed to the Cyprus Embassy in Abu Dhabi from the Host with full address in Cyprus, Phone Number and Occupation in Cyprus, <ul style="list-style-type: none"> Host's Passport Copy ORIGINAL Certified Assumption of Responsibility for hosting form duly completed and signed by the host, must be attested by a notary public/certifying officer in Cyprus. Original document must be sent from Cyprus. Scan copy is not accepted. Proof of Address – Document proof with Host's Name & Address. (E.g. Utility Bill, House Contract etc.) <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>		
15	Minor Applicant (Under 18 Years Old) <ol style="list-style-type: none"> Both parents should be present at the application center. Letter, completed and signed by both parents or legal guardians, authorizing the minor to apply for a visa to enter the Republic of Cyprus. copy of the passport of each parent copy of the MINOR'S BIRTH CERTIFICATE (stating the parents' names; death certificate, where applicable). If 1 of the parents is out of the country or not living in UAE, that parent should visit the nearest Cyprus embassy to sign his/her NOC for the minor and send the original to the applicant. Original attested NOC must be provided. If parent of the minor is separated or divorced, an attested custody letter from court (in English, if it is in Arabic). 		



16	Cypriot / EU Spouse <ol style="list-style-type: none"> 1. Passport Copy of the spouse 2. Original Marriage certificate must be presented, and a copy must be provided 3. Letter from Cypriot / EU Spouse (including his/her full name, passport number – the document must include their relation and details regarding the travel). 		
17	ADDITIONAL DOCUMENTS FOR DOMESTIC STAFF/ NANNY/ HOUSEMAID Travelling with a Sponsor or Accompanying Employer. <ul style="list-style-type: none"> • Sponsor must provide NOC and Financial Undertaking/Responsibility along with their Original Salary Certificates and Original Bank Statements • If the Domestic Staff is under company sponsorship and working with an Employer as Nanny/ Housemaid, then; <ol style="list-style-type: none"> 1. Original NOC from the UAE Visa Sponsor Company/ Agency/ Tadbeer mentioning purpose of travel, details of agreement between Agency and Accompanying Employer 2. Letter of Financial Responsibility from Accompanying Employer originally signed, along with their Original Salary Certificates and Original Bank Statements. Passport Copy and UAE Residence Visa Copy of the Accompanying Employer. 		
18	Bank Guarantee <ol style="list-style-type: none"> 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. 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"> • €854,30 for visitors from Sri Lanka, the Philippines, China, and other Asian countries • €512,60 for visitors from the CIS, and other Eastern Europe countries. • €341,72 for visitors from Syria, Lebanon, Jordan, Egypt and other Middle East countries. 		

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.

Staff Signature	Applicants Signature
Date	Date
Remarks	