

## Check List for Short Stay Visa

**Country of Destination:**
☐ **Hungary**
☐ **Lithuania**
☐ **Slovakia**

No.	Documents Required All documents should be in English or translated to English	Yes	No
1	Valid national passport : - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.		
2	Visa application form : - Completed, signed twice by the applicant, if applicable, authorization of third person.		
3	Two recent passport-sized photographs with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	Travel Insurance: Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be EUR 30'000.00.		
5	Flight Ticket: Copy of flight reservation/s including details of the itinerary and the flight reservation number.		
6	Employment letter: Original letter from employer/sponsor in Saudi Arabia stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce. The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. The letter from the sponsor must include the name and contact details (including mobile number) of the responsible person from the company. If Self-employed: valid original trade license and one copy thereof with English translation.		
7	Financial Means: Bank statements for the last three months, including the current balance, or other verifiable evidence of sufficient means of subsistence during the intended stay, e.g. credit card copy.		
8	Minors: For minors travelling without their parents/legal guardian: original authorization signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.		

### Depending on your visa type:

For Business/conference/event: - Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned. - Hotel reservation covering the intended stay.		
For tourism: - Proof of accommodation during intended stay: hotel reservation or copy of a rental contract or proof of self-used property in the name of the applicant.		
For private visits: - Original invitation letter signed by the host covering the intended stay. The invitation letter from the host must include the contact details and a full reference address. A copy of the passport or Residence Card.		
For School Trip/Summer Camps: - Certificate of enrolment at an educational establishment in the Schengen Member State for the purposes of attending vocational or theoretical courses within the framework of basic and further training or student cards or certificates of the courses to be attended. The certificate of enrolment from the educational establishment must include the contact details and a full reference address.		
For Medical Treatment - A document issued by the medical institution in the Member State confirming that the applicant will receive medical care in that institution; the document should include the date(s) of the treatment, duration and cost. - A recent medical report from a Saudi health or rehabilitation facility. - Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage. A proof of who covers the costs, if covered by a third party.		
Diplomatic and other Official Government Missions - Verbal Note from the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia stating also the purpose of the visit.		

Airport Transit			
- Valid visa for the country of next or final destination, or a copy of a residence card.			
- Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.			

Additional requirements for: Non – Saudi Nationals:

1	Iqama valid for at least three months after the planned date of return, and one copy thereof.		
2	Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States and 1 copy thereof.		
3	Bank statements (showing the regular monthly income/salary) for the past six months.		
4	Private/domestic staff: - A letter from the sponsor and a copy of the job contract - Copy of the sponsors' passport and Schengen visa.		
5	Questionnaire duly filled in English and signed.		

Remarks:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy are accepted).
- Only the required documents mentioned on the checklist are accepted.

Processing time:

In order to allow you to plan your visit to Hungary, Kindly be informed that:

The processing time at the Embassy of Hungary in Riyadh is under normal circumstances about 15 days after the submission at any VFS Visa application center in Saudi Arabia.

The Embassy of Hungary reserves the right to consider an inadmissible file according to art. 19, Visa Code.

We however recommend you to start the application procedure as early as possible, but not earlier than 6 months prior to your entry date to the Schengen states, in order to avoid any inconvenience with your travel dates.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
VFS Staff

Declaration:

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Hungary Riyadh reserves the right to ask for additional supporting documents and may request for personal interview at the embassy.