

Work at a Foreign NGO

- ❖ **Signed Visa Application Form** (Visa.mfa.gov.ua)
- ❖ **Visa Fee Payment Copy/ TT Copy-Telegraphic Transfer**
 - Receipt for payment of the visa fee, clearly indicating the date of payment and the amount paid. When transferring funds to the Embassy's account, the **applicant's name, passport number** for whom the fee is paid must be indicated in the payment description. **Embassy's Bank Account number and swift code** should also be indicated in the payment copy.
- ❖ **Applicant's valid Passport/Travel Document**
 - The **Passport** should be issued less than 10 years ago & valid for **at least six (6) months** & beyond the intended duration of stay in Ukraine and **with at least two blank pages**. (Binding of the passport should be in good condition).
- ❖ **Applicant's Photo** – 02 copies (35 * 45 mm)
 - Two Recent (not older than 30 days) **passport-size photographs** in color with white background.
- ❖ **Residence Documents** – valid residence permits/equivalents (in cases where applicants reside in a country that is **different from the country of their nationality/citizenship**)
- ❖ **The main document confirming the purpose of travel (Invitation)**
 - **Original + Copy** of the **letter of Invitation** issued by a foreign non-governmental organization (branch / office) duly registered in Ukraine.
- ❖ **Bank Statement**
 - According to current legislation, to obtain a long-term visa (in particular, category D-04), the applicant must provide a **bank statement** for the **last three months** as part of the required documentation, confirming the availability of sufficient financial resources. The **minimum account balance must be equivalent to at least 7,600 US dollars - calculated at a rate of 80 dollars per day for 90 days of stay, plus an additional 5 days to cover any unforeseen expenses**.

If the balance of funds in the applicant's account is below the required minimum, the visa will be denied on the grounds of insufficient financial support. **In such cases, the organization inviting the applicant for employment** may submit a letter of guarantee confirming its obligations to cover the foreign national's expenses related to their stay in Ukraine and subsequent departure from the country. **Together with the bank statement, applicants must submit one page of their original Cheque book indicating the bank account number, bearing the bank's stamp and the signature of the responsible bank officer.**

❖ ***Travel/Medical Insurance***

- Proof that the applicant is a holder of (or is entitled to benefit from) a **valid medical/travel insurance** policy to cover Ukraine and **the period of stay with full details of the applicant e. g. Name, Passport number**. The policy should provide a minimum of **€30,000 or equivalent coverage**. The policy must be **valid** on the **territory of Ukraine**. **If the territorial coverage of the policy is indicated as Europe/Schengen/etc. and Ukraine is not mentioned, such a policy is not acceptable)**

❖ ***Copy of the Original documents submitted along with the Visa Application.***

❖ ***02 Copies of the applicant's passport, copies of previously issued Ukrainian visas or refusal decisions, visas issued by other countries (USA, UK, Schengen and Australia).***

❖ ***Tickets and reservations (if available).***

❖ ***Other documents, if required.***

Please note that applicants might be asked for additional documents by Ukraine's visa officers (e.g. return flight tickets and other documents confirming applicant's circumstances (to be defined by Ukraine's visa officers of the relevant Embassy/Consulate General)