

ANNEX

List of supporting documents to be submitted by applicants for short stay visas in

United Kingdom (Edinburgh, London and Manchester)

1. Basic requirements for persons applying for a visa irrespective of the purpose of travel

A United Kingdom residence permit valid for at least 3 months beyond the intended departure from the Schengen area.

2. Documentation allowing for the assessment of the applicant's intention to leave the Schengen area

- 2.1. Proof of confirmed return ticket to the United Kingdom or to the country of final destination

- 2.2. Recent (i.e. last 3 months) United Kingdom bank statement in the applicant's name and address showing details and a balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to the United Kingdom or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code; or

- traveller's cheques showing the same as above.
- if the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), please also provide a marriage certificate and the spouse's bank statements.

Please note that cash is not accepted as proof of sufficient means

- 2.3. General employment: recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in the United Kingdom) and/or payslips for the last 3 months.

- 2.4. Self-employment:

- recent letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, recent telephone number and position of signatory and registration number in the United Kingdom) stating self-employment or business ownership in the United Kingdom.

- letter from the tax authorities.

- 2.5. Students:

Recent, official and signed letter from United Kingdom school, college or university stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and attendance record

3. Airport transit

Visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination

4. Documents to be submitted depending on the purpose of travel

4.1. Business

- an invitation from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work.
- other documents which show the existence of trade relations or relations for work purposes.
- entry tickets or registration for fairs and congresses.

4.2. Study or professional training.

- a certificate of enrolment at an educational establishment (school, university, college, etc) for the purposes of attending vocational or theoretical courses within the framework of basic and further training;
- student card or certificate of the courses to be attended.
- documents in relation to accommodation, or proof of sufficient means to cover the accommodation.

4.3. Tourism.

- confirmed hotel booking for your full stay in the Schengen area or any other appropriate document stating the planned accommodation; or
- booking confirmation of a European tour or any other appropriate document.

4.4. Private (family-friends) visit

- proof of invitation*/sponsorship by means of an official form (certificate of board and lodging), if applicable,
- an invitation from the host if staying with one,
- documents in relation to accommodation, or
- proof of sufficient means to cover this accommodation.
- copy of data page of passport or residence permit of host in the Member State, if staying with one.
- proof of family relationship.

** The following Member States' consulates require that a specific form be used for the invitation letter: Austria, Belgium, France, Germany, Hungary, Italy, Latvia, Lithuania,*

Luxembourg, Malta, Netherlands, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland. Please refer to the websites of the Member State concerned for further specifications.

4.5. Medical treatment.

- an official document of the medical institution confirming necessity for medical care in that institution
- proof of sufficient financial means to pay for the medical treatment
- proof of prepayment of medical treatment

4.6. Official delegations travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of a Member State by intergovernmental organizations.

- a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a member state to participate in the abovementioned events, accompanied by a copy of the official invitation from the intergovernmental organization in the Member State; or
- note verbale.

5. Particular requirements applying to specific categories of persons

5.1. Minors (children below 18 years)

- birth certificate
- minors travelling alone or with only one parent:
- original passports of both parents (unless one parent has the sole custody or residence order for the child);
- proof of consent of parental authority or legal guardian

5.2. Family member of EU/EEA citizen (spouses and children)

- the EU/EEA citizen's passport and a copy thereof
- proof of residence in the UK
- proof of the family relationship:
 - marriage certificate and a copy thereof
 - birth certificate.

5.3. Seafarers

- Seaman's book

- Covering letter from recruiting company stating the name and the rank of the seafarer
- Vessel's name, vessel's arrival date in port and the date of the seafarer's joining of the vessel

5.4. Lorry drivers

- A written request from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips
- Written request from the partner company based in the Member State
- Driver's licence for international transport

5.5. Persons travelling for the purpose of carrying out paid activity or internship

Under the national legislation of the Member States, some paid activities or internships require the applicant to provide a work permit or a similar document: please check the website of the Member State concerned).

If the applicant applies in the framework of a provision of a service, he must produce a A1 (CNR) form issued by the HM Revenue and Customs (HMRC).