



EUROPEAN
COMMISSION

Brussels, 24.10.2018
C(2018) 6862 final

ANNEX

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to the

Commission Implementing Decision

amending Implementing Decision C(2011)5500 final, as regards the title and the list of supporting documents to be presented by visa applicants in Saudi Arabia

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

1. Documents to be provided by all visa applicants

- Copy of flight/travel reservation/s including details of the itinerary and the flight reservation number.
- 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 and credit card statement.
- If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.
- For minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.
- 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 phone number) of the responsible person from the company.

Self-employed: valid original trade licence and one copy thereof with translation.

Private/domestic staff: a letter from the sponsor and a copy of the job contract.

Non-Saudi nationals:

- Iqama, valid for at least three months after the planned date of return, and one copy thereof.
- Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States.
- Bank statements (showing the regular monthly income/salary) for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay.

2. Business

- Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. In addition documents which show the existence of trade relations or relations for work purposes. 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.

3. Tourism or Private Visits

- 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 (where applicable: using the official format required by the Member State's national legislation. The invitation letter from the host must include the contact details and a full reference address.

4. 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.

5. Study or Training

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.

6. 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.

For Non-Saudi Nationals:

Verbal Note from their Ministry of Foreign Affairs or Diplomatic Mission in Saudi Arabia stating also the purpose of the visit.

7. 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.