## ANNEX I

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

### Bolivia

**I. General requirements**

1. Reservation of a (return) ticket to the country of main destination.
2. Proof of financial means and intention to return:
	1. Bank account statements (with signature and seal of the bank) for the previous three months: savings account, current account, credit cards, fixed-term deposits, valuation of any properties, etc.;

* 1. Pay slips, pension statements or receipts for professional fees for the previous three months and pension contributions for the previous three months;

* 1. Letter of presentation from the company stating the dates on which the applicant is on holiday and/or on leave;

* 1. If the company is owned by the applicant: Tax ID number, articles of association of the company and the last tax declaration;

* 1. Students over the age of 18 must provide recent proof of studies (university, academy, institute, etc.);

* 1. Students or interns should present proof of sufficient means to cover the travel expenses, accommodation and general costs of the course or internship;

* 1. Other documents to demonstrate intentions to return (e.g. real estate property).

If the applicant is financially dependent, he/she must provide supporting documents to demonstrate the income of his/her parents, spouse or children.

Financially dependent persons other than minors and spouses shall also provide a letter of the sponsor, stating that he/she covers all the costs of the intended stay.

**II. Documents to be submitted depending on travel purpose**

1. **Tourism:**

Hotel or package holiday reservations for the entire trip, or proof of sufficient means to cover accommodation expenses.

1. **Visiting relatives or friends:**

1. If the applicant is invited by a family member or a friend, an invitation letter must be provided. Some Member States require that proof of invitation and/or sponsorship be presented in the national format established by the Member State (c.f. the website of the Member State of destination);
2. Proof of relationship with the inviting person (e.g. birth certificate, marriage certificate), letter by inviting person explaining relationship;

1. If the inviting person and the relatives living in the Member State of destination are not nationals of that country, (copy of) a valid residence permit should be presented;

1. If the inviting person pays for the travel and/or accommodation expenses, he/she should prove possession of sufficient means to bear the costs.

**3. Business trip**:

1. Proof of business relationship with the inviting company, in the form of a letter from the legal representative of the sending company stating a business relationship with the company in the Member State of destination.

 This letter should state the applicant's job and the purpose of the trip and specify whether the sending company will cover the travel expenses and accommodation.

1. Letter of invitation by the inviting company/companies or organisation with registered offices in the Member State of destination. The letter should indicate the dates and duration of the visit, the purpose and the on-going activities;

1. If the sending or inviting company/companies are covering the travel expenses they must provide supporting documents proving possession of sufficient means to bear the costs;

1. Participants in a fair, congress or conference: the access pass.

If the applicant is in charge of stand in an exhibition: the lease contract for the stand.

**4. Participation in scientific, cultural, sport, religious or other events:**

1. Letter from the organisation sending the invitation in the Member State of destination stating the purpose of the trip and the duration of stay;

1. Letter from the organisation or institution in Bolivia of which the applicant is a member stating the applicant's job and the purpose of the trip;

1. Document stating who is paying for the travel expenses and accommodation. If the applicant is not travelling with the official support of an institution (in the Member State of destination), he/she must provide proof of sufficient means to cover the expenses.

 **5. Study, training days, language courses, un-paid internships, etc.:**

1. Registration certificate for an educational establishment providing professional training or theoretical courses at basic and advanced levels;

1. Certificates showing that the applicant has the level of education required to take the courses for which he/she has registered in the Member State of destination;
2. Documents indicating the content of the course, the un-paid internships or the voluntary period: dates of beginning and end of the course or internship, price of the course or proof of payment of the course;
3. Applicants doing un-paid internships or voluntary services: proof that the applicant has been admitted for the internship program and signed training agreement with the company or public institution or proof of admittance for voluntary services in an institution (e.g. z Non-Governmental Organisation);
4. For other concrete purposes of travelling regarding this chapter please consult the web page of the Member State of destination.

**6. Trips for medical reasons**:

1. Medical certificate issued by a registered doctor or a medical institution giving a diagnosis, attaching the medical history of the patient and specifying the treatment required;

1. Official document from the medical institution in the Member State of destination where the applicant has been accepted for receiving treatment;

1. Certificate from the medical institution covering the costs or, in the absence of this, proof of private means of payment.

**7. Official trips:**

1. Official invitation addressed to the government of the Bolivia for participation in meetings, consultations, negotiations or program exchanges, as well as events organised in the Member State by government bodies;

1. *Note verbale* issued by a Bolivian government body confirming that the applicant is a member of the delegation taking part in the events listed above, along with a copy of the official invitation.

 **8. Airport transit:**

Valid entry permit (e.g. visa, residence permit) for the country of destination.

 **III. Minors**

In addition to the relevant documents listed in points I and II, minor applicants must submit:

1. Authorisation (to travel) by the legal guardian(s): recent (not older than one year) power of attorney by a notary public or competent Bolivian authority (if the legal guardian(s) not travelling with the minor lives outside Bolivia) or power of attorney by both parents, if the minor will travel with a third person;

If the legal guardian(s) are not both parents, proof of absence of one of/both parents, e.g. death certificate, decree from a competent judge granting full parental authority to one parent.

1. A copy of the national ID document of the legal guardian(s);

1. Travel authorisation from a judge ruling on family matters signed by the legal guardian(s);

1. Proof of registration at a school in Bolivia and authorisation of absence during term.