**ANNEX II**

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

# A. INFORMATION ENABLING AN ASSESSMENT OF YOUR INTENTION TO LEAVE THE SCHENGEN TERRITORY

1. proof of financial means (personal or family bank statements (current account, savings books) with balance confirmation letter from the bank).
2. proof of professional status:
3. employees: contract of employment, payslips for the last 3 months, documentary proof of your EPF contribution, confirmation of approved paid or unpaid leave;
4. self-employed: business registration, company’s bank statements for the last three months;
5. students: letter of school or university confirming permitted leave).
6. proof of real estate property or residence: Gramasevaka letter certified by the divisional secretary.
7. proof of family ties: birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc..
8. if a minor travels alone or only with one parent: consent of parental authority or legal guardian and birth certificate and copies of parents’ passports or District Court appointment decree.

**B. DOCUMENTS INDICATING THE PURPOSE OF THE JOURNEY:**

(1) Visa for tourism or private visit

1. If an inviting party is financing your stay in the Schengen area: original certificate of sponsorship and accommodation validated by the local authorities in the Schengen State of destination:
   * Austria: “Elektronische Verpflichtungserklärung: DEL-No.”;
   * Belgium: “engagement de prise en charge (annexe 3bis), verbintenis tot tenlasteneming (bijlage 3bis)”;
   * Switzerland:“Verpflichtungserklärung/Déclaration de prise en charge/Dichiarazione di garanzia”[[1]](#footnote-1);
   * Germany: “Verpflichtungserklärung”;
   * Denmark: "VU1 or VU2";
   * Estonia: “Viisakutse Füüsilisest Isikust Kutsujale”;
   * Spain: “Carta de invitación”;
   * France: “Attestation d’accueil”;
   * Hungary: “Meghívólevél”;
   * Italy: “Lettera d'Invito”;
   * Latvia:: “Ielūgums vīsas pieprasīšanai”;
   * Netherlands: “garantverklaring”;
   * Norway: “Garantiskjema for besøk / Guarantee Form for Visits”;
   * Sweden: “Appendix E” and extract of the Swedish Population Register (Personbevis) from sponsor)with copy of sponsor’s passport/ID card or residence permit, proof of employment with salary slips for the last three (03) months, and last 3 months bank statements [[2]](#footnote-2).
2. If an inviting party is not financing your stay: letter of invitation:
   * Denmark: "VU1 or VU2";
   * France: “Attestation d’accueil”;
   * Italy: “Lettera d'Invito”;
   * Sweden: “Appendix E and “Personbevis” from sponsor in each case).
3. If no inviting party: hotel booking (if the visa is granted, you might be asked to submit a hotel voucher) or confirmation of the booking of an organised trip.
4. Proof of family ties with the host or inviting party: birth or marriage certificates or family book, if applicable.

(2) Visa for business

1. Original invitation from a firm or an authority in the Schengen State to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.
2. Other documents which show the existence of trade relations or relations for work purposes;
3. Entry tickets for fairs and congresses, if appropriate.
4. Letter from company or employer in Sri-Lanka indicating purpose and duration of visit as well as who is to cover the costs.
5. Documents proving the business activities of the company or employer in Sri Lanka: business registration;
   * form 48 (Companies Act),
   * company’s bank statements for the last three months.
6. Proof of accommodation in the Schengen State or sufficient means to cover accommodation.

(3) Visa for study/training, political, scientific, cultural, sports or religious events or other purposes

1. Invitation, entry tickets, enrolments or programmes stating the name of the host organisation or institution and the length of stay or any other appropriate document indicating the purpose of the journey.
2. Proof of accommodation or sufficient means to cover accommodation.

(4) Additional requirements for visa for the purpose of medical treatment:

1. Medical report of the doctor designated by the Embassy confirming necessity for medical care and that treatment is not available in Sri Lanka or Maldives.
2. Confirmation of the medical institution or hospital in the Schengen State that a place for treatment is available, of appointment, expected duration of necessary stay and estimated costs.
3. Proof of sufficient financial means for treatment, stay and return or proof of advance payment or sponsor letter.

1. In case of a Swiss invitation/sponsor letter this shall be obtained only when requested by the Embassy. [↑](#footnote-ref-1)
2. In case of a German, Austrian or Hungarian invitation letter, sponsor’s details are not required. [↑](#footnote-ref-2)