



Brussels, 26.3.2013
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COMMISSION IMPLEMENTING DECISION

of 26.3.2013

establishing the lists of supporting documents to be presented by visa applicants in Jordan, Kosovo¹ and the United States of America (Atlanta, Bedford, Boston, Chicago, Cleveland, Detroit, Houston, Los Angeles, Miami, Newark, New York, Philadelphia, San Francisco, San Juan, Tampa, Washington)

(Only the Bulgarian, Czech, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish texts are authentic)

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code)², and in particular Article 48(1) thereof,

Whereas:

- (1) Regulation (EC) No 810/2009 lays down the Union rules for the issuing of visas for transit through or intended stays in the territory of Member States not exceeding three months in any six-month period.
- (2) According to Article 14 of Regulation (EC) No 810/2009 and Annex II thereto, visa applicants are required to present documents indicating among other things the purpose of their journey and the fact that they fulfil the entry conditions as set out in Article 5 of Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code)³. In order to ensure a harmonised application of the common visa policy, Article 14(5) of (EC) Regulation No 810/2009 establishes that within local Schengen cooperation the need to complete and harmonise the lists of supporting documents should be assessed in each jurisdiction in order to take account of local circumstances.
- (3) The local Schengen cooperation in Jordan, Kosovo and United States of America (Atlanta, Bedford, Boston, Chicago, Cleveland, Detroit, Houston, Los Angeles,

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

² OJ L 243, 15.9.2009, p. 1.

³ OJ L 105, 13.4.2006, p. 1.

Miami, Newark, New York, Philadelphia, San Francisco, San Juan, Tampa, Washington) have confirmed the need to harmonise the list of supporting documents and have accordingly drawn up draft harmonised lists.

- (4) In individual cases it should still be possible for consulates to waive the requirement to submit one or more of the listed supporting documents in the case of an applicant known to them for their integrity and reliability in accordance with Article 14(6) of the Visa Code or, during the examination of an application, in justified cases, to request additional documents, in accordance with Article 21(8) of the Visa Code.
- (5) Given that Regulation (EC) No 810/2009 builds upon the Schengen *acquis*, in accordance with Article 5 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community and Article 4 of Protocol (No 22) on the position of Denmark, annexed to the Treaty on the European Union and to the Treaty on the Functioning of the European Union, Denmark notified the implementation of Regulation (EC) No 810/2009 in its national law. It is therefore bound under international law to implement this Decision.
- (6) This Decision constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis*⁴. The United Kingdom is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to the United Kingdom.
- (7) This Decision constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis*⁵. Ireland is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to Ireland.
- (8) As regards Iceland and Norway, this Decision constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis*⁶, which fall within the area referred to in Article 1, point B, of Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application of that Agreement⁷.
- (9) As regards Switzerland, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*⁸, which fall within the area referred to in Article 1, point B of

⁴ OJ L 131, 1.6.2000, p. 43.

⁵ OJ L 64, 7.3.2002, p. 20.

⁶ OJ L 176, 10.7.1999, p. 36.

⁷ OJ L 176, 10.7.1999, p. 31.

⁸ OJ L 53, 27.2.2008, p. 52.

Decision 1999/437/EC read in conjunction with Article 3 of Council Decision 2008/146/EC⁹.

- (10) As regards Liechtenstein, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Protocol between the European Union, the European Community, the Swiss Confederation and the Principality of Liechtenstein on the accession of the Principality of Liechtenstein to the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*¹⁰, which fall within the area referred to in Article 1, point B of Decision 1999/437/EC read in conjunction with Article 3 of Council Decision 2011/350/EU¹¹.
- (11) As regards Cyprus, this Decision constitutes an act building upon, or otherwise related to, the Schengen *acquis* within the meaning of Article 3(2) of the 2003 Act of Accession.
- (12) As regards Bulgaria and Romania, this Decision constitutes an act building upon, or otherwise related to, the Schengen *acquis* within the meaning of Article 4(2) of the 2005 Act of Accession.
- (13) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee,

HAS ADOPTED THIS DECISION:

Article 1

- (1) The list of supporting documents to be submitted in Jordan by applicants for short stay visas shall be as set out in Annex I.
- (2) The list of supporting documents to be submitted in Kosovo by applicants for short stay visas shall be as set out in Annex II.
- (3) The list of supporting documents to be submitted in United States by applicants for short stay visas shall be as set out in Annex III.

⁹ OJ L 53, 27.2.2008, p. 1.

¹⁰ OJ L 160, 18.6.2011, p. 21.

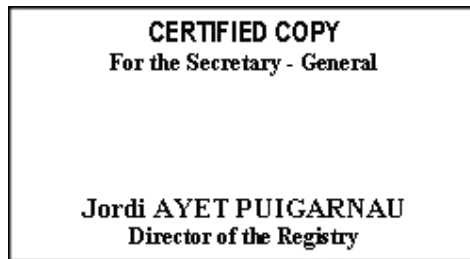
¹¹ OJ L 160, 18.6.2011, p. 19.

Article 2

This Decision is addressed to the Kingdom of Belgium, the Republic of Bulgaria, the Czech Republic, the Federal Republic of Germany, the Republic of Estonia, the Hellenic Republic, the Kingdom of Spain, the French Republic, the Italian Republic, the Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, Hungary, the Republic of Malta, the Kingdom of the Netherlands, the Republic of Austria, the Republic of Poland, the Portuguese Republic, Romania, the Republic of Slovenia, the Slovak Republic, the Republic of Finland and the Kingdom of Sweden.

Done at Brussels, 26.3.2013

For the Commission
Cecilia MALMSTRÖM
Member of the Commission



ANNEX I

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

Jordan

1. General requirements irrespective of the purpose of travel

- For non-Jordanian applicants: proof of legal residence in Jordan;
- A round trip booking, if applicable. (The ticket to be bought only after the visa has been issued);
- Proof of accommodation
- A document substantiating the purpose of the stay;
- Original bank statements for the last 6 months copied and translated. In the absence of bank account, proof of other assets has to be provided;
- Employees: Certificate of employment, specifying the date of recruitment, position in the company and salary level;
- Company owners: Original of the commercial registry;
- Pupils/students: Proof of enrolment in school/university;
- In case of minors:
 - If the minor travels without his/her legal guardian: consent of the parental authority (both parents) or legal guardian shall be provided either through a legalised certificate issued by competent authority or by a form signed at the consulate premises;
 - If the minor is travelling with one of his/her legal guardians: consent of the parental authority (parents not travelling with their minor child) or legal guardian shall be provided either through legalised certificate issued by competent authority or by a form signed at the consulate premises.

2. List of supporting documents to be submitted by applicants travelling for the purpose of tourism

If the applicant is an employee: Proof of leave approval;

If visiting more than one Member State: Detailed itinerary.

3. List of supporting documents to be submitted by applicants travelling for the purpose of business

- Official invitation letter from the inviting company/individual (stamped and signed) containing detailed information concerning:
 - address and contacts of the company;

- nature of the business;
- name and position of the countersigning person;
- purpose and duration of stay;
- person or entity who will bear the travel and living costs;

The following Member States' consulates require that a specific form be used for the invitation letter: Austria, Sweden, Italy, Slovenia, Slovakia, Denmark¹², Iceland, and Finland. Please refer to the website of the Member State concerned for further information.

- Official sponsorship form: If requested by Member State, information about any financial guarantee for the visa applicant's return to Jordan

The following Member States' consulates require that a specific form be used for the proof of sponsorship: Austria, Belgium, Sweden, Norway, Italy, Slovenia, Slovakia, Denmark¹³, Iceland, and Finland. Please refer to the website of the Member State concerned for further information

- Information/documents to be provided by the Jordanian invited company:
 - company registration details, stamped and signed company letter, mentioning:
 - full address and contact persons of the company;
 - nature of business;
 - name and position of countersigning person;
 - name position, salary, years of employment (if applicable);
 - purpose of the visit;
 - person or entity which bear the applicant's travel and living costs.

4. List of supporting documents to be submitted by applicants travelling for the purpose of visiting family/friends

Invitation letter signed by the inviting person.

The following Member States' consulates require that a specific form be used for an invitation letter: Sweden, Switzerland, France, the Netherlands, Germany, Italy, Norway, Slovenia, Slovakia, Malta, Luxembourg, Latvia, Denmark¹⁴, Iceland, and Finland. Please refer to the website of the Member State concerned for further information.

5. List of supporting documents to be submitted by applicants travelling for the purpose of medical treatment

- Confirmation of appointment from host medical institution;

¹² May be requested if Denmark is represented by another Member State.

¹³ May be requested if Denmark is represented by another Member State.

¹⁴ May be requested if Denmark is represented by another Member State

- Official letter required containing the following information:
 - date and location of the appointment;
 - type and duration of treatment to be provided.
- Certification from Jordanian medical institution;
- Official document/certificate proving the medical record justifying the need for a treatment abroad;
- Financial guarantee: Confirmation of payment for the medical treatment or any other proof of financial arrangements made.

ANNEX II

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

Kosovo

1. List of supporting documents to be submitted by applicants travelling for the purpose of tourism

Proof of accommodation (e.g. hotel booking confirmation) and booking details (e.g. travel plan)

Evidence of sufficient means of subsistence, e.g.:

- bank account statements on the account turnover of the last 6 months;
- proof of regular income e.g. salary slips of the last 6 months

Civil status certificates (not older than 6 months), e.g.:

- Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)

The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

(a) If the applicant is employed:

- employment contract
- certification of payment of taxes in their name by the employer over the last 6 months
- vacation confirmation from the employer.

(b) If the applicant is a business owner:

- certificate of business registration
- tax statement of the Kosovo company

(c) If the applicant is a farmer:

- proof of property ownership

(d) If the applicant is retired:

- pension statements over the last 6 months

(e) If the applicant is a student:

- proof of solvability of parents, or proof of sufficient funds for the entire stay, or provision of guarantee form

- student card or copy of the matriculation at the university and student index signed and stamped by the university

(f) If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:

Both parents or legal guardians must be present when submitting the visa application.

Exceptions to this should be made if the single parent with whom the minor is to travel, holds the paternal authority alone. The single parent should submit an official document that proves he/she is the only parental authority e.g. birth certificate of the minor (indicating only one parent), death certificate, divorce agreement or custody agreement.

2. List of supporting documents to be submitted by applicants travelling for the purpose of visiting family/friends

Evidence of sufficient means of subsistence, e.g.:

- bank account statements on the account turnover of the last 6 months;
- proof of regular income e.g. salary slips of the last 6 months.

Civil status certificates (not older than 6 months);

- Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)

The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

(a) If the applicant is employed:

- employment contract;
- certification of payment of taxes in their name by the employer, or evidence of payment of contributions to the Kosovo Pension Savings Trust (KPST) over the last 6 months;
- vacation confirmation from the employer.

(b) If the applicant is a business owner:

- certificate of business registration;
- tax statement of the Kosovo company.

(c) If the applicant is a farmer:

- proof of property ownership.

(d) If the applicant is retired:

- pension statements over the last 6 months.

(e) If the applicant is a student:

- proof of solvability of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form;
- student card or copy of the matriculation at the university and student index signed and stamped by the university.

(f) If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:

Both parents or legal guardians must be present when submitting the visa application. Exceptions to this should be made if the single parent with whom the minor is to travel holds the paternal authority alone. The single parent should submit an official document that proves he/she is the only parental authority e.g. birth certificate of the minor (indicating only one parent), death certificate, divorce agreement or custody agreement.

(g) Proof of sponsorship and/or private accommodation:

As foreseen in the national legislation of the Member State of destination and/or written confirmation from the host.

3. List of supporting documents to be submitted by applicants travelling for the purpose of business

Evidence of sufficient means of subsistence, e.g.:

- bank account statements on the account turnover of the last 6 months;
- proof of regular income e.g. salary slips of the last 6 months.

Civil status certificates (not older than 6 months)

- Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)

Written request from the inviting company/organisation, with official stamp and signature of the company, containing the following information:

- first name, last name and date of birth of the invited person;
- exact dates of the intended stay;
- address of residence in the hosting country;
- information on the duration of the cooperation (or how the contact was established);
- specification of who covers the costs that arise from the visit¹⁵.

The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

(a) If the applicant is employed:

- employment contract;
- certification of payment of taxes in their name by the employer over the last 6 months.

(b) If the applicant is a business owner:

- certificate of business registration;
- tax statement of the Kosovo company.

(c) If the applicant is a farmer:

- proof of property ownership.

¹⁵ If the costs are covered by the sending company/organisation, the applicant must also present a written confirmation stating his/her position in the company and travel purpose with the official stamp, signature and contact information of the sending company/organisation.

(d) If the applicant is a bus driver working for a travel company:

- detailed certification of the itinerary (timetable, stops and duration, valid license);
- proof of business relation (by means of registry certificate, cooperation agreement, statements);
- list of drivers along with certified copies of the vehicle registration and the annual technical inspection certificate;
- list of all employees along with copies of the passport photo page; driver license (in case the license cannot be left at the Embassy during the processing of the visa application, a certified copy is needed).

(e) If the applicant is a journalist:

- certificate issued by a professional organisation and a document from the employer stating the purpose of the mission.

(f) Proof of sponsorship and/or private accommodation:

As foreseen in the national legislation of the Member State of destination and/or hotel booking confirmation and/or written confirmation from the host.

4. List of supporting documents to be submitted by applicants travelling for the purpose of medical treatment

Evidence of sufficient means of subsistence, e.g.:

- bank account statements on the account turnover of the last 6 months;
- proof of regular income e.g. salary slips of the last 6 months.

Civil status certificates (not older than 6 months)

- Original birth certificate, original joint household certificate, original marriage certificate and original death certificate (if applicable)

Accommodation (if the applicant is not staying in a hospital during the entire treatment):

- confirmation from the establishment providing accommodation (e.g. hotel reservation);
- if accommodation is provided by a private person: an invitation letter of the private person and copy of passport of the host.

Official confirmation of the treatment/appointment by the receiving medical institution;

Certificate from a Kosovo doctor and/or medical institution confirming that the medical treatment is necessary;

Proof of sufficient financial means to pay for the medical treatment and related expenses;

Proof of prepayment of the treatment.

The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

(a) If the applicant is employed:

- employment contract
- certification of payment of taxes in their name by the employer over the last 6 months

(b) If the applicant is a business owner:

- certificate of business registration
- tax statement of the Kosovo company

(c) If the applicant is a farmer:

- proof of ownership

- (d) **If the applicant is retired:**
 - pension statements over the last 6 months
- (e) **If the applicant is a student:**
 - proof of solvability of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form
 - student card or copy of the matriculation at the university and student index signed and stamped by the university (for students)
- (f) **If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:**
 - Both parents or legal guardians must be present when submitting the visa application. Exceptions to this should be made if the single parent with whom the minor is to travel, holds the paternal authority alone. The single parent should submit an official document that proves he/she is the only parental authority e.g. birth certificate of the minor (indicating only one parent), death certificate, divorce agreement or custody agreement.

5. List of supporting documents to be submitted by applicants travelling for the purpose of artistic, cultural, sport and educational activities

Proof of accommodation (e.g. hotel booking confirmation). If accommodation is provided by a private person: invitation letter of the private person and copy of passport of the host

Evidence of sufficient means of subsistence, e.g.:

- bank account statements on the account turnover of the last 6 months;
- proof of regular income e.g. salary slips of the last 6 months.

Civil status certificates (not older than 6 months), e.g.:

- Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)

The following documents for either of the categories:

- For artistic, cultural and educational activities: written request from the inviting company/organisation, with official stamp and signature of the company/organisation, containing the following information:
 - first name, last name and date of birth of the invited person;
 - exact dates of the intended stay;
 - address of residence in the hosting country;

- certificate of the organisation registration in the hosting county;
- specification of who covers the costs that arise from the visit;
- copy of the passport of the responsible person in the hosting country.
- For participation in sport activities:
 - photo copies of all pages in the sports federation matriculation card;
 - invitation from the organising club/federation in the host country;
 - certificate from the sending sports club/federation;
 - proof of paid registration fee to event/tournament.

The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

(a) If the applicant is employed:

- employment contract
- certification of payment of taxes in their name by the employer over the last 6 months

(b) If the applicant is a business owner:

- certificate of business registration
- tax statement of the Kosovo company

(c) If the applicant is a farmer:

- proof of property ownership

(d) If the applicant is retired:

- pension statements over the last 6 months

(e) If the applicant is a student:

- proof of solvability of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form
- certificate of enrolment from the home university and student index signed and stamped by the university
- certificate of enrolment from organisation/club

(f) If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:

- Both parents or legal guardians must be present when submitting the visa application.
- Exceptions to this should be made if the single parent with whom the minor is to travel, holds the paternal authority alone. The single parent should submit an official document that proves he/she is the only parental authority e.g. birth certificate of the minor (indicating only one parent), death certificate, divorce agreement or custody agreement.

(g) If the applicant is an artist:

- proof of qualification (e.g. proof of membership in a professional association, manager contract etc.)
- documentation issued by the organiser concerning the event indicating the date, place and number of performances

6. List of supporting documents for Schengen visa applications with the purpose: official visit

- Civil status certificates (not older than 6 months)
- Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)
- Nominative official invitation sent by an EU institution or a Member State, which includes information on who covers the costs that arise from the visit
- Letter from the Kosovo authority confirming that the applicant is a member of the official delegation.

ANNEX III

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

United States of America (Atlanta, Bedford, Boston, Chicago, Cleveland, Detroit, Houston, Los Angeles, Miami, Newark, New York, Philadelphia, San Francisco, San Juan, Tampa, Washington)

1. Proof of legal residence in the USA and re-entry document

Original of valid US alien registration card (residence permit, aka: green card) or valid US resident visa¹⁶. The US residence permit or visa should be valid at least three months beyond the intended departure from the territory of the Member States.

2. Proof of travel arrangements

Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited OR if the trip covers several Schengen States and non-Schengen countries) .

3. Proof of accommodation - Evidence of hotel bookings or travel plans

Evidence of hotel bookings or travel plan for the entire Schengen area:

- Individuals: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number.
- Groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).

4. Supporting Documents

- VISITING FAMILY/FRIENDS:
 - Invitation letter from friend/relative (Some Member States' consulates may require that a specific form be used for the invitation letter¹⁷. Please refer to the website of the Member State concerned for further information). If the case: copy of ID (national or residence permit) of inviting friend/relative.
- BUSINESS:
 - A letter of invitation from the business partner specifying the nature of the business (Some Member States' consulates may require that a specific form be used for the invitation letter¹⁸. Please refer to the website of the Member State concerned for further information);

¹⁶ E.g. type A, E, F plus endorsed I-20 by competent authority, G, H, I, J plus J1 documents, L, O, R.
¹⁷ Austria, Belgium, Finland, France, Germany, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland. Denmark: may be requested if Denmark is represented by another Member State.

¹⁸ Austria, Finland, Hungary, Italy, Latvia, Poland, Portugal, Slovakia, and Slovenia. Denmark: may be requested if Denmark is represented by another Member State

- reference letter from employer; and
- confirmed accommodation if different from hotel, stating name, address and telephone number of the lodging place.
- STUDENTS/RESEARCHERS:
 - Certificate from the receiving institution on the length and purpose of stay;
 - Certificate from Home institution on enrolment (student cards only are not sufficient); and
 - confirmed accommodation.

5. Proof of sufficient means of subsistence for the intended journey

- Bank account statement(s) during the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;
- OR if self-employed (tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);
- OR if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension);
- In case of business, if applicable, letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)
- In case of students/researchers, if applicable, letter stating that all expenses are fully covered by.
- If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage. (see previous paragraphs) .