



Посолство на Република България - Претория Embassy of the Republic of Bulgaria - Pretoria

Checklist – Short Stay Visa – Event such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.

Greetings from the Embassy of the Republic of Bulgaria in Pretoria and thank you for your interest to apply for a short stay **Event visa** for the Republic of Bulgaria. Together with our partners from VFS, we are committed to make this process as smooth as possible. Please use the following checklist as a guide in order to prepare your visa application thoroughly and to speed up the processing time. The checklist is divided in multiple sections, depending on the type of applicant you are.

Visa Application Requirements			
	All applicants	Yes/No	Remarks (if any)
	Type of document		
1.	Application form (available online, free of charge) - Make sure the application form is fully completed, signed and dated. - <u>In case of minors</u> (travelling with family or alone) "Minors": a parent/legal guardian shall submit the following: a) the minor's birth certificate b) copies of ID/passport of both parents; c) if the minor travels alone: certified parental consent by both parents; d) if the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.		
2.	One recent passport size photo (3.5 x 4.5 cm) - Photos must be taken within the last 3 months, have a light background, neutral expression, and no head coverings, except for religious reasons.		
3.	Valid travel document – passport + copy of ID page, signature page and previous Schengen or other visas - Please ensure that that passport <u>has at least 3 months validity after</u> the intended date of return from the Schengen area. - Passport has to be issued <u>within the last 10 years</u> and contain <u>two front facing blank pages</u> . - If the passport does not contain the place of birth (e.g. Saudi Ordinary passports), ID card or Birth Certificated, <u>translated in English</u> should also be presented.		
4.	Medical Insurance - Medical insurance should have a coverage of at least 30 000 euros for medical emergencies, including repatriation. - It should be valid for the <u>entire</u> Schengen area		
5.	Flight and/or travel reservation - Please include details of the itinerary, return travel ticket or confirmed booking (for air/surface/sea transport)		
6.	Hotel reservations and other proof of accommodation - hotel booking, private or other accommodation (guaranteed and confirmed on applicant's name), real estate title deed or lease, proof of ownership or lease of a boat etc.		
7.	Proof of Employment - proof of employment: a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc.; - if self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required; - if student: Letter from school/college/university in South Africa certifying the student status of the applicant.		
8.	Proof of sufficient financial means - Please provide <u>a bank statement for the past 3 months</u> . The statement should show the availability of		

	<p>sufficient funds to cover the expenses during the entire stay in the Schengen area. Additionally, a credit card statement may be included also.</p> <p>- The Bank Statement should be <u>issued and stamped</u> by the relevant bank. Online statements are accepted if they have a valid <u>QR Code</u>.</p>		
9.	<p>Event Information</p> <p>- Please provide the invitation and/or registration for the event you will be participating in.</p> <p>a) for persons attending sports events, exhibitions and fairs: presentation of a document proving the participation of the applicant in the event;</p> <p>b) for other events: an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant;</p> <p>c) for participation in conferences: a proof of registration and payment;</p> <p>d) official visits: a note verbale from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department is required.</p>		
10.	<p>Cover letter:</p> <p>- explaining the purpose of the trip with itinerary and detailed location(s) as per duration of stay in Bulgaria and subsequent visits, if any.</p>		

Additional Information

- The visa applicant on a first trip to Bulgaria / Schengen area must submit his/her application in person. For the next trips to Bulgaria the applications can be submitted by a representative.
- Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.
- The applicant bears responsibility concerning all content of the application.
- Applications cannot be submitted more than 6 months prior to departure.
- Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail on Info.BulSA@vfsglobal.com
- In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.
- However, in individual cases, that period may be extended up to 30 or to maximum of 60 calendar days particularly when further scrutiny of the application is needed.
- The applicant and/or its authorized representative declare being advised to submit full documentation according to the above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.
- Fingerprints data is collected for people above 12 years of age at the date of application.
- Applicants are advised that during the examination of an application, Embassy may request additional documents. The Embassy may call applicants for an interview if deemed necessary.
- It is possible to visit Bulgaria with a period of stay up to 90 days in 6 months period for holders of: uniform visa (C) for two or multiple entries, valid for all Schengen Area Member States; long-stay visa (D) for stays exceeding three months, issued by one of the Schengen Area Member States; residence permit issued by one of the Schengen Area Member States
- In the event of a visa refusal or withdraw of the application, visa fees and VFS service fees are non-refundable.
- There is no express visa service.

By signing bellow, you acknowledge your understanding of the visa process. You agree to obey the terms of the visa, to not rely on the public services of the Republic of Bulgaria and/or the other Member States of the Schengen area. You acknowledge that the visa process does not guarantee the granting of a visa.

Applicant/Parent/Guardian name

Signature.....

Place and Date.....

Applicant mobile number.....

Applicant e-mail.....

VFS Officer Receiving Application.....

Signature.....

Place and Date.....