

ANNEX implemented Schengen states on September 30, 2016

List of supporting documents to be submitted in Hong Kong and Macao by applicants for Schengen visas

I. General requirements

1. Round trip reservation(s).
2. Proof of solvency (for example, bank statements for the last three months or another proof of regular income: a letter from the employer stating the name of the employer, the name of the employee, his/her job title, annual salary, date of employment and if relevant, the duration of his/her contract. If the letter of employment is not available it can be substituted by other proof of regular income, for example, a letter from the university in question for students getting a scholarship or proof of pension/insurance/rent payments).
3. Proof of accommodation: for the whole duration of the intended stay. Travel itinerary, providing clear evidence of the applicant's travel plans (transportation booking, itinerary, etc.)
4. Minors (under 18): if the minor is travelling alone or with only one parent: a birth certificate and a notary certificate of permission to travel from legal guardian(s).

II. List of additional supporting documents to be submitted depending on the purpose of travel

1. People travelling for business or a short professional training course
 - a) Company registration of the company employing the applicant and original letter from said employer:
 - a copy of the company registration on official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company;
 - the name and position of the countersigning officer;
 - applicant's name, position, salary and years of employment;
 - the purpose of the visit;
 - confirmation of position after applicant's return;
 - the person who or the entity that will bear the applicant's travel and living costs.
 - b) Invitation letter from the organiser of the event or the training course on official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company;
 - the name and position of the countersigning officer;
 - purpose and duration of the visit;
 - detailed programme;
 - the person who or the entity that will bear applicant's travel and living costs.
2. People travelling to visit family/friends
 - a) Invitation issued at least one day before the visa application is submitted:

- an invitation issued by the host in the country of destination. It should state the name and the contact details (address, phone number/email) of the host and the period and duration of the stay;
- copy of passport or residence permit of inviting person;
- bank statement for the last three months (if not possible to submit other proof of source of funds).

3. **People travelling to attend cultural/sports events**

- a) Invitation from the organiser of the event of the country of destination, on official letterhead paper with stamp, mentioning:
 - purpose and duration of the stay;
 - detailed programme and itinerary;
 - details of accommodation during the period of the intended stay.
- b) Letter from Hong Kong or Macao cultural or sports organisation, on official letterhead paper with stamp, mentioning:
 - full address and contact details of the organisation;
 - the name and position of the countersigning officer
 - applicant's name, position, salary and years of employment (only for professionals);
 - confirmation of participation.
- c) Declaration by the entity that will pay for travel and living costs.