



EUROPEAN
COMMISSION

Brussels, 18.6.2026
C(2026) 4062 final

ANNEXES 1 to 2

ANNEXES

to the

Commission Implementing Decision

amending Implementing Decision C(2017) 5853 as regards the list of supporting documents to be submitted by applicants in Ethiopia and South Africa for short-stay visas

ANNEX I

‘Annex III

List of supporting documents to be presented by applicants in Ethiopia for short-stay visas

1. All applicants

- (i) preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage);
- (ii) proof of accommodation;
- (iii) recent bank statement covering the last six months and/or personal bank saving book;
- (iv) any other documents relating to the applicant's financial status and personal ties in Ethiopia, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

Employed persons:

- a) a dated and signed letter from the current employer containing the following information:
 - (i) the applicant's personal data, function/profession;
 - (ii) terms of employment (temporary or permanent);
 - (iii) starting date of employment;
 - (iv) monthly net salary;
 - (v) granted leave days;
 - (vi) date and contact details of the employer.

Self-employed persons:

- b) original
 - (i) trade/business license;
 - (ii) tax registration;
 - (iii) business registration (city administration);
 - (iv) bank statement for business account for the last six months.

Retired persons:

Documents proving the pension or other financial support.

2. Additional requirements for applicants travelling for purpose of business and conference

- a) signed letter of invitation from the inviting organisation abroad. The invitation must contain the following information:
 - (i) the applicant's personal data;
 - (ii) the reason for the visit to the Member State of destination;
 - (iii) period of intended stay in the Member State;
 - (iv) who will be responsible for supporting the applicant financially during the stay in the Member States;

- (v) date and contact details from the inviting organisation abroad;
 - (vi) proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned, if applicable (cf. the website of the Member State of destination).
- b) signed letter from current employer or organisation containing the following information:
- (i) the applicant's personal data;
 - (ii) the applicant's function/profession;
 - (iii) terms of employment (temporary or permanent);
 - (iv) number of years with employer/organisation;
 - (v) purpose of the visit;
 - (vi) who will be responsible for supporting the applicant financially during the stay in the Member States.
- c) if the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.

3. Official visits

- a) invitation;
- b) Note Verbale from Ministry for Foreign Affairs, Embassy or International Organisation, including personal data, function in the administration, purpose of the visit, dates of the visit;
- c) Additional Note Verbale sent to the Ministry of Foreign Affairs of the Member State concerned by the inviting Embassy/International Organisation, if applicable (cf. the website of the Member State of destination);
- d) Letter from the relevant ministry/organisation.

4. Additional requirements for applicants travelling for the purpose of tourism

- a) detailed travel itinerary;
- b) hotel / Accommodation reservation.

5. Additional requirements for applicants travelling for purpose of visiting family and friends

Invitation, including a free text invitation letter. Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form. Minimum requirements:

- (i) name and address of both host and applicant;
- (ii) relation between host and applicant;
- (iii) purpose and duration of stay (date of arrival and departure);
- (iv) indication of person covering the costs;
- (v) if host is paying for the trip, documentation on occupational / financial situation of the host.

6. Additional requirements for applicants travelling for purpose of short-term study and research

- a) Letter of acceptance from the Member State's educational institution. The letter must contain the following information:
 - (i) the applicant's personal data;
 - (ii) indications of the course that the applicant has been admitted to/what research work to be done;
 - (iii) course/research duration;
 - (iv) information about the language in which the study program /courses will be held/taught;
 - (v) who will be responsible for supporting the applicant financially during the stay in the Member State;
 - (vi) date and contact details from the Member State's educational institution.
- b) signed letter from your educational institution in Ethiopia containing your personal data, name of institution, contact details, course enrollment and number of years at institution.
- c) final qualification achieved: either High School Education Certificate entitling to access to University OR Post-secondary education, Diploma or Bachelor which has to be: Certified "true copy" from the relevant Institution, College or University duly legalised by the competent authority. Accompanied by the transcript and student academic record.

7. Additional requirements for applicants travelling for purpose of sport events

- a) signed letter of invitation. The invitation must contain the following information:
 - (i) the applicant's personal data;
 - (ii) the name and date(s) of the event in the Member State;
 - (iii) if the event organisers will cover any expenses and/or insurance of participants;
 - (iv) date and contact details of the organiser
- b) if the applicant is part of a group or representing an organisation, a dated and signed letter from the group leader or organisation is required, which needs to state the following:
 - (i) the applicant's personal data;
 - (ii) information on specific function held within the group/organisation;
 - (iii) the applicant's previous sport results (national and/or international);
 - (iv) the applicant's level of competition;
 - (v) the name of the responsible person or organisation for the financial support during the period of stay in the Member States.
- c) sponsorship agreement (in case the sponsor covers the costs).
- d) confirmation of participation in the sports event from the relevant Ethiopian sports federation.

8. Additional requirements for applicants travelling for the purpose of medical treatment

- a) a letter from the medical institution or doctor in the Member State of destination indicating the following:
 - (i) the contact with the local doctor;
 - (ii) nature of the treatment;
 - (iii) estimated time for recovery;
 - (iv) the need for return visits;
 - (v) the cost of treatment;
 - (vi) the mention that the patient is accepted;
 - (vii) the indication that the treatment can be performed;
 - (viii) the indication that the medical institution or doctor agrees with the intended method of payment.
- b) a letter drafted and signed within the last 3 months by the applicant's local doctor in Ethiopia providing background information about the medical treatment and confirming the need of specific medical treatment to be provided abroad or examination report by the cooperation doctor of the Embassy.
- c) proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment (and related expenses).
- d) proof from the medical institution showing that it agrees with your intended method of payment.
- e) in some cases, additional medical consultations may be required to confirm the diagnosis prior to finalising the visa process.

9. Additional requirements for minors (under the age of 18 years)

- a) original of birth certificate;
- b) copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information);
- c) legalised written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling;
- d) if either one of the parent is absent or deceased this must be supported by a court decision or a death certificate when applicable;
- e) if the legal guardian is someone else apart from the parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship;
- f) a letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative;
- g) if the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.

10. Additional requirements for non-Ethiopian applicants residing in Ethiopia

Copy of the applicant's Ethiopian residence permit. If the applicant intends to return to Ethiopia, the residence permit should be valid for at least 3 months after the planned stay in the territory of the Member States. In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.

11. Additional requirements for seafarers

- a) employment contract
 - photocopy of the working contracts of the seafarer in order to board the ship;
- b) invitation letter from the maritime agency;
- c) seaman's book;
- d) invitation from the maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data:
 - (i) name and family name of the seafarer;
 - (ii) place and date of birth, passport number, seaman's book number;
 - (iii) date of issue, period of validity;
 - (iv) position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter);
 - (v) date and airport of entry into the territory of the Member States;
 - (vi) name of the boat;
 - (vii) port of boarding;
 - (viii) duration of the contract;
 - (ix) itinerary that the seafarer will follow to arrive in the Member State of destination.

In the letter of invitation, the maritime agency from the Member State should indicate the name and address of the Ethiopian agency which collaborates with her or which will be in charge of presenting the visa applications or that will be in charge of taking care of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.

If the application is presented by a maritime agency of Ethiopia, letter of invitation of the Ethiopian agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

12. Documents to be submitted for airport transit

- a) Proof of entry permit for the country of final destination.
- b) Documents in relation to the onward journey to the final destination after the intended airport transit.'

ANNEX II

‘Annex IV

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

1. General requirements for all applicants

- a. Photocopies of the entry and exit stamps of the Schengen area for the last three years from previous passports (if available) to verify the correct use of previous visas;
- b. non-South African nationals: South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States;
- c. round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States;
- d. proof of sufficient means of subsistence during the intended stay; bank statement for the past three months before the date of application;
- e. if the applicant does not intend to return to South Africa but goes either to his country of origin or any third country, a reasonable proof of intention is required e.g. contract of employment for the new country of destination, or proof of enrolment in university/school or a rental agreement.
- f. proof of accommodation for the duration of the intended stay.

Minors

- a. the minor's birth certificate containing the names of the parents, unless the parents/legal guardians are mentioned in the passport of the minor;
- b. certified copies of ID/passport of all parents/legal guardians;
- c. if the minor travels alone: certified parental consent by all parents/legal guardians (Affidavit);
- d. if the minor travels with only one parent/legal guardian, the other parent/legal guardian must produce the certified consent;
- e. if only one person has guardianship of the minor, or if the minor is in the care of guardians other than the parents, the relevant court documents must be presented.

2. Documents to be submitted when travelling for the purpose of tourism, business, study or visit

- a. if traveling for business a letter of guarantee from the inviting company; if staying with a relative or friend, an invitation letter is required.

b. if visit, an invitation letter from host, dated and signed, with a copy of passport and/or valid residence permit; if the invitation does not include accommodation, proof of accommodation including complete address for entire stay in the Schengen area;

For both a. and b., the signed invitation letter must clearly identify the host and the invitee (name, address, date of birth, official identification number, occupation and permanent residence), the purpose of the visit, length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form;

c. in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided;

d. proof of employment: a letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation etc.;

e. if self-employed: a recent certification from the SA Companies and Intellectual Property Commission (CIPC) and a current Tax Certificate from SARS (South African Revenue Services);

f. if student: letter of enrolment/confirmation from school/college/university in South Africa certifying the student status of the applicant.

3. Documents to be submitted when attending specific events, such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.

a. for persons participating in sports events or attending exhibitions and fairs: document proving the participation of the applicant in the event;

b. for other events: an invitation from the host or a company in the Member State of destination.

The invitation should include clear identification of both parties, the inviting entity as well as from the invitee; the nature / purpose, duration and location of the event; applicant's role in the event and the link between the host and the invitee;

c. for participation in conferences: proof of registration and payment.

If expenses are covered by the host this needs to be clearly stated in the invitation letter or *note verbale*, as appropriate.

4. Documents to be submitted for medical treatment

a. certificate from a medical doctor and/or a medical institution advising that the treatment is necessary;

b. an official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly;

c. an estimate of the anticipated length of stay of the patient before being able to return to South-Africa;

d. proof of prepayment or sufficient financial means to pay for the medical treatment.

5. Documents to be submitted by seafarers

- a. employment contract of the seafarer in order to board the ship;
- b. invitation letter from the maritime agency;
- c. seaman's book;
- d. An invitation from the maritime agency of the Member State stating the location / seaport where the sailor will embark. The invitation needs to be signed and contain the seal / stamp of the agency and include the following data:
 - I) name and family name of the seafarer;
 - II) place and date of birth, passport number, seaman's book number;
 - III) date of issue, period of validity;
 - IV) position of the seafarer on the boat (if there are many seafarers their information can be included in a list signed and sealed, as an annex of the invitation letter);
 - V) date and airport of entry into the territory of the Member States;
 - VI) name of the boat;
 - VII) port of boarding;
 - VIII) duration of the contract;
 - IX) itinerary that the seafarer will follow to arrive in the Member State of destination.

The maritime agency from the Member State must indicate the following in their letter of invitation to the South African Agency it collaborates with:

- company name;
- registration and VAT number;
- physical and postal address.

The above requirements apply to any South African based company which will be in charge of presenting the visa application or which will act on behalf of the seafarer once the applicant arrives in the Member State until embarkation takes place.

If the application is presented by a maritime agency of South Africa: letter of invitation of the South African agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

6. Documents to be submitted for airport transit

Proof of entry permit for the country of final destination.

Documents in relation to the onward journey to the final destination after the intended airport transit.'