

FRENCH EMBASSY IN BAKU

SCHENGEN VISA APPLICATION – SHORT STAY

BUSINESS VISIT

- **The file must contain 2 sets of documents:** a set of originals and the other set containing only the photocopies A4 format. If for any important reason you do not have the original document, submit a photocopy in each set.
- Visa fee: 35 EUR **in AZN** according to the result of currency fluctuation.
- Personal appearance is mandatory for the submission of visa application.
- Submission of a complete file cannot ensure visa delivery, furthermore, additional documents or information which is not required in the below list may requested by Visa Section.
- **All documents must be translated into French or English.**
- **Missing document or photocopy = incomplete file = visa refusal**
- **In case you requested a passport delivery service, please download the “Courier Service Discharge” [here](#).**

LIST OF DOCUMENTS TO BE SUBMITTED IN 2 SETS SEPARATELY AND SORT IN FOLLOWING ORDER:

	You may mark each document and photocopy which you submit on this document list, to ensure your submission is complete
1)	1 Short stay Schengen application form, should be filled, dated and signed
2)	1 <u>recent</u> , developed identity photo Size 3.5 cm x 4.5 cm, with white background, the size of the face must be between 32 mm and 36 mm from the bottom, a close-up of your portrait
3)	<u>ORIGINAL+PHOTOCOPY:</u> - A full national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention “visa” to affix the visa sticker. Should be issued less than 10 years ago + photocopy of previous visas obtained in last 3 years. - Double-sided photocopy of the identity card of Azerbaijan. - For foreigners in Azerbaijan residence permit valid for 3 months after the date of departure of Schengen area.
4)	<u>ORIGINAL+PHOTOCOPY:</u> Round-trip flight ticket booking from/to Azerbaijan. Attention: Airline tickets should be purchased only after the issue of visa.
5)	<u>ORIGINAL+PHOTOCOPY:</u> The insurance coverage <u>should cover the whole period of validity of the visa + 2 days</u> , and valid for the whole SCHENGEN space (with the name list of all travelers in the group). The insurance must cover medical fees and repatriation costs up to 30.000 Euro and repatriation must be provided.
6)	<u>ORIGINAL+PHOTOCOPY:</u> <u>Business invitation:</u> Official invitation from the company inviting you or organizer of the event or seminar

	with the letterhead of the company and stamped and signed, containing the following information: - Full address and contact details of the company. - The name and position of the signatory of the invitation. - The purpose and duration of the visit. - Where the person or entity that supports the expenses related to travel and accommodation, appropriate if you plan to visit more than one member of the Schengen countries: Itinerary of your trip.
7)	<u>ORIGINAL+PHOTOCOPY: documents relating to the socio-professional status of the visa applicant</u> Employer's certificate (copy and translation), dated issued on letterhead paper of the company, including: - The stamp, signature, address, telephone and fax number of the company. - The name and position of the signatory of the applicant, the amount of the employee's salary and the number of years on duty. - The purpose of business visit. - The person or the entity who will bear your travel and living cost. If it's company's owner: Please mention the registration information in the commercial register and registration number of taxes.
8)	<u>ORIGINAL+PHOTOCOPY: one of the following documents relating to the visa applicant resources:</u> - Bank account statement for last three months. - In the absence of bank account: salary certificate. - Certificate of ownership of the applicant.
9)	<u>ORIGINAL+PHOTOCOPY: one or more of the following documents relating to the proof of applicants to leave voluntarily the territory of the Member States:</u> - Proof of family relationship in Azerbaijan or professional status. - Proof of regular income (payrolls, payment of pensions, etc.). - Title or long-term rental or lease. - Letter from employer (on paper with the letterhead of the company and a contact) stating a leave of absence has been granted and that the visa applicant regain his job. For company owners: Include a copy of the company registration and payment of Taxes.

Form available on consulate's website: www.ambafrance-az.org

Questions? Visas.bakou-amba@diplomatie.gouv.fr