



Brussels, 23.6.2023
C(2023) 4048 final

ANNEX

ANNEX

to the

Commission Implementing Decision

amending Implementing Decision C(2013) 1725 as regards the list of supporting documents to be submitted by applicants in Jordan for short stay visas

ANNEX

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

I. General requirements

1. For non-Jordanian applicants with residence in Jordan: proof of legal residence in Jordan, valid one month after the intended departure from the territory of the Member States or permission to re-enter Jordan.
2. A round trip booking or sufficient means to buy a ticket.
3. Proof of accommodation, such as:
 - hotel reservation, or proof of sufficient means to cover accommodation, or
 - confirmation of private accommodation, stating that the costs will be covered by the host (if relevant, such confirmation may be given through a proof of sponsorship by means of an official national form), or
 - proof of rental or ownership of property.
4. Family booklet called “daftar eileh” or ” عائلة دفتر " in Jordan , "bataqa Asyria" or بطاقة اسرية in Syria.
5. Original bank statements in English for the last 3 months. In the absence of bank account, proof of other assets has to be provided like salary slips. Alternatively, bank statements of the person who is paying for the trip can be submitted.
6. Employees: Certificate of employment, specifying the date of recruitment, position in the company, salary level, leave permission and contact details of employer.
7. Company owners: Original of the commercial registry and the company’s annual license to operate.
8. Pupils/students: Proof of enrolment in school/university.
9. Minors: If the minor travels without one or two of his/her legal guardians: consent of the parental authority, or legal guardian not accompanying the minor shall be provided. The consent should be issued by a competent body such as police authority or relevant court.

II. Supporting documents to be submitted depending on travel purpose

1. Tourism: detailed travel plan for the whole trip with either reservation of accommodation and transport or proof of sufficient means to cover the travel and accommodation costs.
2. Business
 - a. 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;
 - Specification if the person needs to travel regularly.
- b. Information/documents to be provided by the Jordanian company the applicant represents during the business trip:
- company registration details;
 - stamped and signed company letter, mentioning:
 - full address and contact persons of the company;
 - nature of the business;
 - name and position of the countersigning person;
 - name position, salary, years of employment (if applicable);
 - purpose of the visit;
 - person or entity that bears the applicant’s travel and living costs.
3. Visiting family or friends
- a. If relevant, an official national sponsorship form may be requested.
- b. Invitation letter signed by the inviting person:
- Invitation should include copy of ID, full address and contact information of the inviting person;
 - If the inviting person is to cover the applicant’s expenses the inviting person must provide evidence of possession of sufficient financial resources to cover the intended stay.
4. Medical treatment
- a. Confirmation of appointment from host medical institution; Official letter required containing the following information:
- date and location of the appointment;
 - type and duration of treatment to be provided.
- b. Official document/certificate from a Jordanian medical institution proving the medical record that justifies the need for treatment abroad;
- c. Financial guarantee: Confirmation of prepayment for the medical treatment or any other proof of financial arrangements made.
5. Airport transit
- a. Valid visa for the country of next or final destination;
- b. Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation, and plausible explanation of routing.