

## ANNEX II

### **List of supporting documents to be submitted by applicants in Namibia for short-stay visas**

#### **I. General requirements for all applicants (except official travel)**

1. Proof of travel arrangements (quotation/reservation of round-trip tickets, rail tickets and other, if applicable).
2. Proof of financial status and sufficient funds:
  - a. Personal bank statements showing all transactions for the past three months (including regular monthly income);
  - b. A bank account confirmation letter;
  - c. National form for proof of sponsorship and/or accommodation if relevant.
3. Proof of accommodation including complete addresses for the entire stay in the Schengen area.
4. Proof of willingness to return to Namibia:
  - a. If employed, current letter of employment with original signature stating monthly salary, designation, employment duration and information on dates of absence for the intended journey;
  - b. If self-employed, company registration document (original + copy) and tax certificate from the Namibian Revenue Agency (NAMRA);
  - c. If other employment situation, current proof of occupation;
  - d. If student, current proof of school/university registration, confirmation of exemption from attending lectures during the requesting travel period, (with original signature);
  - e. If unemployed or retired, copy of ID of Spouse and Marriage Certificate or Birth Certificate of children under age of 18;
  - f. If unemployed or retired and single without minor children:
    - i. Proof of financial assets or;
    - ii. Proof of Property Ownership or;
    - iii. Proof of residency or;
    - iv. Pension certificate.
5. Additional requirements for minors (under 18 years):
  - a. Full, unabridged birth certificate containing father's and mother's name (original + copy);
  - b. Copy of parents'/legal guardians' passports (original + copy of data page);
  - c. If the minor will travel alone: certified parental consent by all parents/legal guardians (Affidavit);

- d. If the minor travels with only one parent/legal guardian or only one parent/legal guardian is present at the time of appointment for the visa application, the other parent/legal guardian must produce 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.
- f. If either one of the parents is deceased: death certificate (original + copy);
- g. If sole custody has been granted: a decree of the competent court (original + copy).

## **II. Documents to be submitted depending on purpose of travel**

### **1. Tourism**

- a. Written information on destination and itinerary including names of places to be visited and dates;

### **2. Visiting family or friends**

- a. Invitation letter with dates, names of the host(s), address and signature (not older than 3 months);
- b. Copy of passport of the inviting party and if applicable residence permit of the inviting party;

### **3. Business**

- a. Recent invitation letter from business partner in the Schengen state of destination, including name, date and signature (invitation not older than 3 months);
- b. Cover letter by the company (employer) with complete travel plan (itinerary);
- c. If further business meetings are planned: Cover letter by the sending and – if applicable – inviting company with complete travel plan (itinerary);
- d. If relevant, national form for proof of sponsorship or declaration of assumption of costs by the inviting company in the Schengen state concerned.

### **4. Trade fair (business)**

- a. Exhibitor's pass/visitor's pass/admission ticket;
- b. If further business meetings are planned: Cover letter by the sending and – if applicable – inviting company with complete travel plan (itinerary);
- c. If relevant, national form for proof of sponsorship or declaration of assumption of costs by the inviting company in the Schengen state concerned.

### **5. Official**

- a. Verbal note from the Ministry of International Relations and Trade of the Republic of Namibia stating:
  - i. The purpose of the journey;
  - ii. Passport details of the applicants;
  - iii. The declaration of cost assumption for all travellers from the Ministry.

**6. 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.