A. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: TOURISM

- Proof of accommodation (e.g. hotel booking confirmation) and booking details (e.g. travel plan)
- Evidence of sufficient means of subsistence: e.g.
  - bank account statements on the account turnover of the last 6 months
  - proof of regular income e.g. salary slips of the last 6 months
- Civil status certificates (not older than 6 months)
  - Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)
- The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

If the applicant is employed:
- employment contract
- certification of payment of taxes in their name by the employer over the last 6 months
- vacation confirmation from the employer

If the applicant is a business owner:
- certificate of business registration
- tax statement of the Kosovo company

If the applicant is a farmer:
- proof of property ownership

If the applicant is retired:
- pension statements over the last 6 months

If the applicant is a student:
- proof of solvability of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form
- student card or copy of the matriculation at the university and student index signed and stamped by the university

If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:
B. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: PRIVATE (FAMILY) VISIT

- Evidence of sufficient means of subsistence: e.g.
  - bank account statements on the account turnover of the last 6 months
  - proof of regular income e.g. salary slips of the last 6 months
- Civil status certificates (not older than 6 months)
  - Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)
- The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

If the applicant is employed:
- employment contract
- certification of payment of taxes in their name by the employer, or evidence of payment of contributions to the Kosovo Pension Savings Trust (KPST) over the last 6 months
- vacation confirmation from the employer

If the applicant is a business owner:
- certificate of business registration
- tax statement of the Kosovo company

If the applicant is a farmer:
- proof of property ownership

If the applicant is retired:
- pension statements over the last 6 months

If the applicant is a student:
- proof of solvability of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form
- student card or copy of the matriculation at the university and student index signed and stamped by the university

If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:
- Both parental authorities or legal guardians need to be present when submitting the visa application. Exceptions to this should be made if the single parent with whom the minor is
C. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: BUSINESS VISITS

- Evidence of sufficient means of subsistence: e.g.
  - bank account statements on the account turnover of the last 6 months
  - proof of regular income e.g. salary slips of the last 6 months

- Civil status certificates (not older than 6 months)
  - Original birth certificate (with apostile from Pristina administration),
  - Original joint household certificate (with apostile from Pristina administration),
  - Original marriage certificate (with apostile from Pristina administration),
    and/or original death certificate (if applicable)

- Written request from the inviting company/organisation, with official stamp and signature of the company, containing the following information:
  - first name, last name and date of birth of the invited person
  - exact dates of the intended stay
  - address of residence in the hosting country
  - information concerning how long the parties have been cooperating (or how they got into contact with each other)
  - specification of who covers the costs that arise from the visit¹

- The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

If the applicant is employed:
- employment contract
- certification of payment of taxes in their name by the employer over the last 6 months

If the applicant is a business owner:
- certificate of business registration
- tax statement of the Kosovo company

If the applicant is a farmer:

¹ If the costs are covered by the sending company/organisation, the applicant must also present a written confirmation stating his/her position in the company and travel purpose with the official stamp, signature and contact information of the sending company/organisation.
D. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: MEDICAL TREATMENT

- Evidence of sufficient means of subsistence: e.g.
  - bank account statements on the account turnover of the last 6 months
  - proof of regular income e.g. salary slips of the last 6 months

- Civil status certificates (not older than 6 months)
  - Original birth certificate, original joint household certificate, original marriage certificate and original death certificate (if applicable)

- Accommodation (if the applicant is not staying in a hospital during the entire treatment):
  - confirmation from the establishment providing accommodation (e.g. hotel reservation).
  - if accommodation is provided by a private person: an invitation letter of the private person and copy of passport of the host

- Official confirmation of the treatment/appointment by the receiving medical institution

- Certificate from a Kosovo doctor and/or medical institution confirming that the medical treatment is necessary

- Proof of sufficient financial means to pay for the medical treatment and related expenses

- Proof of prepayment of the treatment

- The following documents regarding the personal situation of the applicant shall be presented by either of the categories:

If the applicant is employed:

- employment contract

- certification of payment of taxes in their name by the employer over the last 6 months

If the applicant is a business owner:

- certificate of business registration

- tax statement of the Kosovo company

If the applicant is a farmer:

- proof of ownership
E. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: ARTISTIC, CULTURAL, SPORT AND EDUCATIONAL ACTIVITIES

- Proof of accommodation (e.g. hotel booking confirmation). If accommodation is provided by a private person: invitation letter of the private person and copy of passport of the host

- Evidence of sufficient means of subsistence: e.g.
  - bank account statements on the account turnover of the last 6 months
  - proof of regular income e.g. salary slips of the last 6 months

- Civil status certificates (not older than 6 months)
  - Original birth certificate *(with apostille from Pristina administration)*,
  - Original joint household certificate *(with apostille from Pristina administration)*,
  - Original marriage certificate *(with apostille from Pristina administration)*,
    and/or original death certificate (if applicable)

- The following documents for either of the categories:
  a) For artistic, cultural and educational activities: written request from the inviting company/organisation, with official stamp and signature of the company/organisation, containing the following information:
    - first name, last name and date of birth of the invited person
    - exact dates of the intended stay
    - address of residence in the hosting country
    - certificate of the organisation registration in the hosting country
    - specification of who covers the costs that arise from the visit
    - copy of the passport of the responsible person in the hosting country
  b) For participation in sport activities:
    - photo copies of all pages in the sports federation matriculation card
    - invitation from the organising club/federation in the host country
    - certificate from the sending sports club/federation
    - proof of paid registration fee to event/tournament
F. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS WITH THE PURPOSE: OFFICIAL VISIT

- Civil status certificates (not older than 6 months)
  - Original birth certificate, original joint household certificate, original marriage certificate and/or original death certificate (if applicable)

- Nominative official invitation sent by an EU institution or Schengen Member State, which includes information on who covers the costs that arise from the visit

- Letter from the Kosovo authority confirming that the applicant is a member of the official delegation
"General requirements" for Kosovo applicants to short term visas issued by Schengen countries

These documents should be submitted by all applicants in addition to the documents defined in the lists A-E.

**In order to apply for a visa, the applicant should present the following documents:**

- Visa application form, fully filled-in and signed by the applicant


- Travel document with at least two blank pages, whose validity extends at least three months beyond the end of the stay (original + copy)

- Copies of previous visas (if applicable)

- Visa fee. *For fee reductions or waivers, please verify the information provided by individual Schengen States.*

- Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay; the minimum coverage must be 30,000 EUR

---

1 Holders of diplomatic passports are exempt from the requirement of travel medical insurance.