

List of documents required for submitting an application

for issuance of a short-term visa in the Republic of Belarus

- General civil / international passport (original). Must be valid for at least three months after the end of the trip and contain at least two blank pages. The passport must have been issued no earlier than 10 years before the date of applying for a visa.
- If the applicant has several valid passports (for example, a passport of another country of which the applicant is a citizen), copies of all of them must be submitted on a mandatory basis – applicable to applicants who are citizens of the Russian Federation.
- Copy of the main page of the general civil / international passport (page with personal data and photograph).
- Application form. Visa applications must be submitted no later than 6 weeks before the trip. The application form must be printed on two sheets, double-sided. The application form may be completed either by hand or in printed form. The application form must be duly and correctly completed. At the end of the application form, the date and place of completion must be indicated. The application form must be signed personally by the applicant. For minors, both parents must sign the application form. Next to the signature in such a case, “father” or “mother” must be indicated. In case it is impossible for one of the parents to sign, consent of that parent for the child’s departure must be provided.
- Medical insurance policy covering expenses in the amount of at least EUR 30,000.
- Colour photograph 3.5 x 4.5 cm (2 pcs.), taken recently (no more than 6 months ago).
- Visa fee.

I. General documents which are required to be provided by all applicants¹

1. Confirmation of residence in the corresponding consular district:

– **For citizens of the Republic of Belarus:** the original and a copy of confirmation of the place of residence (a copy of the page with registration in the general civil passport or a copy of the ID card). Must be valid for a period of **3 months after departure from the country**.

– **For citizens of other countries:** the original and a full copy (copies of all pages with marks) of the applicant's passport, a valid residence permit or a long-term visa. **Valid for not less than 3 months after departure from the country.**

2. Information about the trip:

– Tickets or reservation of tickets ² **in both directions**, or a document confirming the use of other transport, for example, a contract with a carrier, copies of the driver's registration certificate and driving licence, confirmation of the right to use a car or other means of transport, etc.

– Confirmation of availability of a place of residence (for example, hotel booking, rental contract³, voucher from a travel agency accredited at the Consulate – hotel voucher on letterhead with stamp or from a Cypriot tour company on letterhead with stamp)⁴. Not required if the purpose of the trip is visiting relatives or friends and the accommodation conditions are described in the sponsorship letter or in the statement of the inviting person. If the inviting person is a permanent resident of the Republic of Cyprus, the [Assumption of Responsibility](#) form is used. The signature of the inviting person must be certified by a Cypriot notary (**Certifying officer**). If the invitation is certified in Cyprus, a printed scan is sufficient (the original is not required). Also, the inviting person may certify their signature at the Consulate in Belarus (or at any other Consulate of the Republic of Cyprus). Certification of the signature at the Minsk Consulate is carried out **only upon prior appointment by telephone and well in advance of submission of the visa application.**

¹ Without limitation of the rights of family members of EU citizens, guaranteed by Directive (EU) 2004/38.

² If booking of tickets to and from is found to be insufficient, the applicant may be requested to provide confirmation of payment for transport.

³ Copy of the lease agreement for real estate in Cyprus. The agreement must be notarized (in certain cases it may be certified by the stamp of the MUKHTARIS – head of the community, who performs the role of a notary) and bear the stamps of the competent state authorities. It is possible to submit only a copy of the first page containing the details of the lessor and the lessee, the address of the property and the oval stamp «ΕΦΟΡΟΣ ΤΕΛΩΝ ΧΑΡΤΟΣΗΜΟΥ», as well as a copy of the last page with the certified signatures of the parties. The lease agreement may not be notarized if its term does not exceed one year.

⁴ If booking of accommodation is found to be insufficient, the applicant may be requested to provide confirmation of payment for accommodation.

3. Confirmation of availability of financial means:

- Statements from bank accounts containing banking operations for the **last three months** and the balance as of the date of receipt of the statement.
- The amount of funds is calculated based on **€50 per 1 day of stay**. Under the condition of **NOT purchased accommodation or flight**, the calculation amount remains unchanged.
- **For pensioners:** a copy of the pension certificate, a bank statement for 3 months on crediting of the pension (a second/third statement from other accounts may be provided), if a sponsor is available – a sponsorship letter, a statement from the sponsor’s account, a certificate from the place of work for the last 3 months, confirmation of kinship (if available).
- **Sponsorship letter**, if the expenses for the stay are covered by a sponsor.

The sponsorship letter (dated and signed) in free form must contain the following information:

- full name, date and place of birth of the applicant;
- full name, date and place of birth of the sponsor, address and contact details of the sponsor, and the relationship between the sponsor and the applicant;
- destination and duration of the visit;
- list of expenses which are covered by the sponsor – a close relative;
- a statement from the sponsor’s bank account containing banking operations for the last three months;
- a copy of the sponsor’s passport or national identity document and a copy of the residence permit, in the case when he/she is not an EU citizen, if the sponsorship form does not contain the full personal data of the sponsor.

Certificates and statements must be not older than 5 days.

4. Additional requirements for minors

- Original and copy of the birth certificate.
- **Consent for departure.** A notarized consent for the departure of the child must be signed by the parent or guardian who is not travelling together with the child, or signed by both parents (or guardians) if the minor is travelling without their accompaniment. In the latter case, the document must also indicate the details of the adult who will bear responsibility for the minor during the stay on the territory of the Republic of Cyprus. The validity period of the consent is not limited – **until the age of majority**.

- If required, confirmation of sole custody.
 - Visa of the accompanying parent.
 - If the names or surnames of the parents differ from those indicated in the child's birth certificate, additional documents must be provided (marriage certificate or court decision or other certificates confirming the change of name or surname and the relationship of the child with the parents).
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5. Documents which must be provided depending on the applicant's occupation

Employed persons:

- Letter from the employer indicating:
 - position and salary,
 - date of employment and date of termination of employment, if applicable,
 - information on salary for the last 3 months.Valid for **5 days**.

Individual entrepreneurs:

- Confirmation of economic activity (copy of the state registration certificate / extract from the Unified State Register).
- Additionally, the Consulate may request a certificate from the tax authority confirming the absence of debts to the state budget (payment of taxes). It is recommended to obtain it in advance, since the passport will be submitted to the Consulate and the tax authority may not issue the certificate without the passport.

School pupils / students:

- Certificate from the educational institution or student card (original and copy). The certificate must be **not older than 5 days**.

Pensioners:

- Pension certificate (original and copy).

Unemployed persons:

- Passport.

- Sponsorship letter in free form with the personal signature of the sponsor.
 - Certificate from the sponsor’s place of work on official letterhead with stamp, indicating position, address and telephone number of the company, and salary for the last three months of work. Instead of a certificate from the place of work, the sponsor may provide a bank statement calculated at a minimum of **50 euros per day of stay**.
 - Copy of the sponsor’s passport (pages 31–32), as well as documents confirming kinship, if the sponsor is a relative of the sponsored person.
 - Instead of a sponsorship letter, a bank statement in the name of the unemployed person may be provided.
 - Additionally, the Consulate may request other documents – certificates confirming civil status acts, ownership rights to real estate. It is recommended to obtain them in advance, since the passport will be submitted to the Consulate and the tax authority may not issue a certificate without the passport.
 - Copy of the page of the employment record book with personal data and copies of pages indicating the owner’s employment history, at least for the last three years (if applicable).
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II. List of documents which must be provided depending on the purpose of the trip

1. Visiting relatives and friends:

- Written invitation from the host person with signature. If the inviting person is a permanent resident of the Republic of Cyprus, the [Assumption of Responsibility](#) form is used. The signature of the inviting person must be certified by a Cypriot notary (**Certifying officer**) (in certain cases it may be certified by the stamp of the **Mukhtar** – head of the community, who performs the role of a notary). If the invitation is certified in Cyprus, a printed scan is sufficient (the original is not required). The inviting person may also certify their signature at the Consulate in Minsk (or at any other Consulate of the Republic of Cyprus). Certification of the signature at the Minsk Consulate is carried out **only upon prior appointment by telephone and well in advance of submission of the visa application**.
- Copy of the passport or national identity document of the host person and a copy of the residence permit, if he/she is not an EU citizen.

- Documents confirming family relationship (if applicable).

2. Official visits (members of official delegations):

- Letter (for example, a note) issued by a competent Belarusian authority (for example, the Ministry of Foreign Affairs of the Republic of Belarus), confirming that the applicant is a member of a Belarusian delegation.
- Copy of the official invitation.

3. Studies (school pupils, students, postgraduate students and accompanying teachers):

- Written invitation or notification of enrolment, or student card issued by the receiving university, academy, institute, college or school, or a certificate of courses in which participation is planned in the member state.

The Consulate does not issue study visas. Only an entry visa is issued for the purpose of registration of a student visa with the Migration Service of the Republic of Cyprus.

4. Culture (participants in scientific, cultural and artistic events):

- Written request from the receiving organization regarding participation in the event.
- Official letter from the sending organization.

5. Sport (participants in international sporting events and accompanying persons in their professional capacity):

- Written invitation from the receiving organization (competent authority, national sports federation or national Olympic committee) containing information on the role of the invited persons.
- Official letter from the sending sports organization.
- A document confirming the financial status of the federation is **not required**.

6. Tourism

- Confirmation of booking or another relevant document confirming participation in an organized tourist trip.
- Confirmation of availability of a place of residence (for example, hotel booking, rental agreement, voucher from a travel agency accredited at the Consulate – hotel

voucher on letterhead with stamp or from a Cypriot tour company on letterhead with stamp).

– Not required if the purpose of the trip is visiting relatives or friends and the accommodation conditions are described in the sponsorship letter or in the statement of the inviting person. If the inviting person is a permanent resident of the Republic of Cyprus, the **Assumption of Responsibility** form is used. The signature of the inviting person must be certified by a Cypriot notary (**Certifying officer**). If the invitation is certified in Cyprus, a printed scan is sufficient (the original is not required). The inviting person may also certify their signature at the Consulate in Belarus (or at any other Consulate of the Republic of Cyprus). Certification of the signature at the Minsk Consulate is carried out **only upon prior appointment by telephone and well in advance of submission of the visa application**.

7.1. Business – general documents

– Official invitation from the receiving party containing the following information:

- personal data of the invited person (full name as in the passport, passport series and number, date of birth);
- purpose and duration of the visit;
- field of activity, type of business of the company – not mandatory;
- full address of the company and contact details;
- name and position of the person who signed the invitation;
- indication of the natural or legal person who will pay for the applicant's travel and accommodation:
 - o if the organization/legal entity covers all expenses of the invited person – this is indicated in the invitation or a guarantee letter is drawn up;
 - o if independently, then as a general rule – a bank statement for 3 months with a balance calculated at **€50 per day of stay**.

or

– Other confirmation of the purpose of stay (for example, information on participation in a conference, entrance ticket to an exhibition-fair, business correspondence, business trip program).

7.2. Business – drivers (international freight and passenger transport):

- Written request from the Association of International Road Carriers “**BAMAP**” or a national carriers’ association of the destination member state, indicating the purpose, duration and frequency of trips.
 - Written request from companies registered in the EU or in third countries carrying out international road transport, indicating the purpose, route, duration and frequency of trips.
 - Documents relating to the transport company: registration number provided for by the national legislation of the destination member state or the Republic of Belarus, as well as a contract between a company established in the Republic of Belarus or in a third country and its partner company in the destination member state (if applicable).
 - Documents relating to the driver:
 - driving licence;
 - document confirming the right to drive a vehicle (trailer or bus);
 - copy of the registration certificate of the truck, trailer or bus;
 - licence or permit for carrying out long-distance transportation of goods or passengers.
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7.3. Business – workers of train, refrigerated and locomotive crews:

- Written request from a competent Russian railway company (OJSC “BZD” with its branches and the organization responsible for refrigerated transportation) or a competent railway company of the destination member state, indicating the purpose, duration and frequency of trips.
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7.4. Business – Seafarers:

- Full copy of the seafarer’s book.
- Copy of the contract.
- Certificate of employment from the crewing agency / crew management company.
- Invitation from a transport agency in the EU, as well as from the Russian sending agency.

The invitation letter from both of the above-mentioned agencies must be issued on the company's official letterhead with stamp, signature, name and position of the authorized person who signed it, and must contain the following detailed information:

- full personal data of the seafarer (name, place and date of birth);
 - passport numbers and Seafarer's Identity Document, indicating the date of issue and validity period;
 - position of the seafarer on board (in the case of a group of seafarers, this information may be included in a list signed, stamped and attached to the invitation letter);
 - name of the vessel;
 - port and date of embarkation;
 - duration of the contract;
 - route by which the seafarer will travel until arrival in the destination/transit member state.
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7.5. Business – Journalists:

- Certificate or other document issued by a professional organization confirming that the person is a professional journalist.
 - Letter from the employer indicating that the purpose of the trip is journalistic activity.
 - With regard to the remaining documents – **according to the general rule.**
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8. Medical reasons (persons travelling for medical indications and accompanying persons):

- Official document from a Belarusian medical institution confirming the need for treatment and (if applicable) for accompaniment of the patient, as well as confirmation of the availability of sufficient financial means to pay for the treatment.
 - Confirmation of payment of a deposit to cover treatment expenses (if applicable).
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9. Property owners on the territory of the member state and their close relatives:

– Relevant national document (for example, property title (most likely in Greek) – a recent extract from the real estate register, a copy of the sale and purchase agreement (with translation into English/Russian certified by a notary), etc.⁵), confirming that the applicant owns the said property.

– In the case of close relatives – confirmation of kinship.

10. Other – Short-term work / internship

(if permitted by the Schengen Visa Code and the relevant national law)

– Letter from the employer, employment contract and/or another document in accordance with the legislation of the destination member state.

11. Other – Transit

– If applicable, documents relating to onward travel to the final destination (visa or other entry permit to the third country of destination; tickets for onward travel).

⁵ Copies of the property title / sale and purchase agreement. The sale and purchase agreement must be certified and bear the relevant stamps of the Cypriot property registration authorities. It is possible to submit only a copy of the first page containing the details of the buyer and the seller, the address of the property and the oval stamp «ΕΦΟΡΟΣ ΤΕΛΩΝ ΧΑΡΤΟΣΗΜΟΥ», as well as a copy of the last page with the certified signatures of the parties. The lease agreement may not be certified if its term does not exceed one year.