

Specific requirements for business and conference visits (including official visits)

The general requirements [here](#) need to be complied with before the requirements below are taken into consideration.

- Signed letter of invitation. The invitation must contain the following information:
 - your personal data
 - the reason for your visit to the Member State of destination
 - how long you intend to be in the Member State
 - who will be responsible for supporting you financially during the time you are in European Union
 - date and contact details

- Signed letter from your current employer or organization containing the following information:
 - your personal data
 - your function/profession
 - terms of employment (temporary or permanent)
 - number of years with employer/organization
 - purpose of the visit
 - who will be responsible for supporting you financially during the time you are in the Schengen Area
 - date and contact details
 - Salary: pay slips & bank account statements from the last three months

- If you are self-employed, copy of proof of registration of your company with relevant authorities.

- If you are attending a conference which requires prior registration, proof of registration and receipt for registration fee.

Please note:

- *All submitted documents must be in English or in the language of the Member State*
- *An interview may be required at the Embassy or by phone*
- *That you may be asked to provide further information or documentary evidence in addition to the above guidelines*