EUROPEAN
COMMISSION

Brussels, 5.3.2025
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ANNEX

ANNEX

to the

Commission Implementing Decision

amending Implementing Decision C(2015) 1585 as regards the list of supporting documents to be submitted by applicants in Cuba for short-stay visas

Annex

'ANNEX IV

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

I. General requirements for all applicants

1. Proof of residence in Cuba (for foreign citizens the residence permit must be valid for at least 3 months beyond the date of intended departure from the territory of the Member States).

2. Travel plans.

3. Availability of accommodation, for example:
   (a) hotel reservation or
   (b) proof of sponsorship and/or private accommodation as specified in Article 14(4) of Regulation (EC) No 810/2009 (Visa Code).

4. Where applicable, proof of any family ties by means of the relevant documentation, legalised by the Foreign Ministry, such as birth certificate, marriage certificate, children's birth certificates.

5. Proof of property ownership or a rental contract.

6. Proof of sufficient means of subsistence for the planned stay and return to Cuba, if not entirely covered by the inviting person/institution. This may consist of:
   a) personal or family bank statements with regular movements and deposits in the last six months and possibility to withdraw the necessary funds from the bank account; or
   b) account statements for credit cards held by the applicant.

7. According to the personal situation and if applicable, proof of:
   (a) employment: letter from the workplace containing personal details of the person, job title, employment start date and salary, authorisation for absence;
   (b) if self employed: documents attesting the self-employed status and the payment of taxes;
   (c) academic enrolment: letter from the educational institution or university (authorising absence).

8. Minors travelling must also present the following supporting documents:
   (a) Birth certificate legalised by the Foreign Ministry;
   (b) if the minor travels alone or with only one parent: proof of consent, no older than 12 months, of both parents or the legal guardian for the minor to leave the country. This does not apply if the accompanying parent can prove that he or she has sole parental responsibility;
   (c) The minor must be accompanied to the visa appointment by at least one parent or the legal guardian, or by an adult who has special authorisation.

II. Documents to be submitted depending on the purpose of the trip

1. Visit to relatives or friends

(a) Invitation or guarantee according to national legislation of the particular Schengen state. Depending on the Member State, this may require that proof of sponsorship and/or private accommodation is provided by means of a specific form (notarised or with digital signature issued by national authority).

(b) Invitation letters should be drawn up by the host/inviting party or company and containing at least the following information:
   - whether its purpose includes sponsorship or private accommodation, or both;
   - whether the host is an individual, a company or an organisation;
   - the host's identity and contact details;
   - the identity data (name, surname, date of birth, place of birth and nationality) of the applicant(s);
   - the address of the accommodation;
   - the length and purpose of the stay;
   - possible family ties with the host.

2. Journeys undertaken for the purpose of tourism

Relevant documents/reservations of itinerary and services indicating intended travel plans.

3. Business

(a) An invitation from the company or authority in the Member State (such as public body, public university) to attend meetings, conferences or events related to business, industry or work, indicating the purpose and duration of the stay, including a declaration of sponsorship, if travel or accommodation expenses are covered by the inviting entity;

(b) other documents proving the existence of commercial or labour relations (such as contracts);

(c) tickets for fairs and conferences;

(d) documents demonstrating the economic activities of the host company/organisation (such as an up-to-date copy of the document concerning registration with the Chamber of Commerce);
(e) documents demonstrating the applicant's professional status;
(f) any documents indicating the purpose and duration of the trip. For example, a note verbale from the competent Cuban Ministry (such as Foreign Ministry, Ministry of External Trade).

4. Journeys undertaken for the purpose of research, study or training
(a) Certificate of enrolment in an educational establishment to follow courses, receive scientific or practical training courses (including vocational training) or take part in other events aimed at improving professional or educational qualifications within the framework of basic and further training;
(b) Introduction letter from the Cuban organisation substantiating the applicant's status as a student/lecturer/researcher, etc. and the purpose and duration of the study trip;
(c) Relevant documentation demonstrating correspondence between the applicant's training and the activity for which he or she is to be invited;
(d) Proof of advance payment of training courses and activities;
(e) Attestation of coverage of costs for the duration of the trip; for example, declaration of sponsorship, educational establishment grant, declaration by the Cuban organisation of coverage of travel, accommodation and subsistence costs;
(f) Other documents indicating the aim and duration of the stay for the purposes of study, e.g. a note verbale from the competent Cuban ministry (such as Foreign Ministry, Ministry of External Trade).

5. Journeys undertaken for participation in political, scientific, cultural, sporting or religious events:
(a) An official invitation, tickets, enrolments forms or programmes bearing the name of the host organisation and the duration of the stay, or any other appropriate document indicating the purpose of the journey, including a declaration of who will cover the expenses;
(b) Any other documents, indicating the purpose and duration of the stay, such as a note from the competent Cuban ministry.

6. Airport Transit, if applicable:
Visa or other entry permit for the next non-Schengen destination and tickets for onward travel.'