



CHECKLIST - participants in official exchange programs organised by twin cities

You are requested to hand in the following documents:

- Completed and signed application form
 - 2 recent passport sized photographs
 - Passport with a validity exceeding three months after your scheduled return¹
 - Photocopy of information page of current passport
 - Interior passport and its photocopy
 - Travel insurance covering Schengen countries with a minimum coverage of 30 000 Euro for at least urgent medical treatment, emergency admission to hospital and repatriation
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- Invitation from the Head of Administration/Mayor of the host city (activities with list of participants, information about duration of the programme and who covers costs of the visit)
 - Letter of support from municipal authority stating the list of participants
 - Proof of employment if applicable²
 - Proof of financial means³
 - For minors that are not accompanied by both parents: notarised parental consent
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Other evidence

The foregoing is not an exhaustive list. Each applicant may be asked to provide additional proof if necessary.

¹ In case somebody holds 2 or more passports, all have to be presented.

² A recent employer's statement stating the reason and duration of absence, private businessmen should submit a photocopy of the registration of the company instead. If an applicant is unemployed and not registered as a private entrepreneur, this should be written clearly on the application form.

³ Solvency, €34 per person per day which proven by either a recent bank statement (not older than 14 banking days) or photocopied proof of purchase of travellers' cheques.