



## Cyprus Visa Details

## Business Visa Application Checklist

Overview

This category of visa caters to people wishing to visit Cyprus for business purposes. Applicants will have to provide evidence that he/she falls under this category.

<b>Passport/Travel Document</b>	a) Issued within the previous 10 years. Validity must not exceed 10 years; b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted; c) Passport must have a validity of at least 6 months after intended stay and a minimum of 2 blank pages.	
<b>Visa Form</b>	Application form completed and signed by the applicant. If the applicant is a minor, the visa application must be signed by both parents/legal guardians.	
<b>Cover letter.</b>	<b>a)</b> Purpose of your travel <b>b)</b> Travel dates On employer's letterhead with company stamp and sign	
<b>Employment letter</b>	Joining Letter from Employer	
<b>Photograph</b>	2 passport-sized photos, signed on the back, not older than 6 months (35mm x 45mm) in colour, with the face covering 70-80% of the height of the photo and without glasses.	
<b>Travel Plans</b>	This includes:  <b>a)</b> <b>Dummy flight ticket</b> (not necessarily booked) <b>b)</b> <b>Travel itinerary</b> (planned destinations, duration, etc.)	
<b>Proof of funding</b>	<b>a)</b> Original Bank statement of the last three months with Stamp and signed.  <b>b)</b> Photocopy of Tax Declaration for the last three years	
<b>Photographs</b>	Passport-sized (35x45 mm), with: <b>a)</b> White background <b>b)</b> 80% face visibility <b>c)</b> No spectacles	
<b>Employer Documents</b>	<b>a)</b> <b>Letter from the employer / letter of explanation from the applicant</b> <b>b)</b> <b>Invitee Documents</b>	
<b>Invitation letter</b>	<b>a)</b> Invitation letter from host in case of visit to family and friends  <b>b)</b> Invitation letter in case of business trip  <b>c)</b> Assumption of Responsibility from the host notarized  <b>d)</b> Assumption of responsibility to host form. The form must be completed by the host and certified by a notary public.	

	e) Bank Guarantee from the host stamped by the Migration Department	
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**Note:** If applicant has a valid, multiple entries Schengen visa on his/her passport, he/she can enter Cyprus without a visa.

### **Important details to be noted:**

We value your trust and are committed to providing professional guidance throughout the visa application process. Kindly review the following consent statement carefully:

#### **1. Introduction**

By using JM Visa Services, you agree to our terms. We assist with visa applications but do not guarantee approval.

#### **2. Services Provided**

We process tourist, business, and student visas. The final decision is made by the immigration authorities. We also process every visa for which the client is eligible and in accordance with the rules.

#### **3. Client Responsibilities**

- a. Clients must provide accurate documents and comply with visa rules.
- b. We process and hand over your visa but are not responsible for your actions afterward.
- c. We issue tourist visa, if you do any illegal activities on this visa at any country, we are not responsible.

#### **4. Fees and Payments**

- a. Service fees cover processing and consultation only; embassy fees are separate.
- b. Our Service Fees are non-refundable once processing begins.

#### **5. No Guarantee of Approval**

The visa decision rests solely with the consulate/embassy, and we have no control or influence over their decision.

#### **6. Confidentiality**

We protect your data but are not liable for breaches beyond our control.



#### **7. Limitation of Liability**

We are not responsible for delays, rejections, or policy changes by immigration authorities.

#### **8. Refund Policy**

No refunds are issued after submission, even if the visa is rejected.

#### **9. Termination of Services**

We may refuse service for false information, non-payment, or unethical conduct.

#### **10. Governing Law**

These terms are governed by the laws of our country.

#### **Terms and Conditions:**

- a. This is a basic document list; the Embassy reserves the right to request additional documents after submission. These must be provided for further processing.
- b. Confirmed air tickets and hotel bookings are not mandatory for the visa process.
- c. JM Visa Services is not responsible for the cost of confirmed air tickets and hotel bookings purchased before or during the visa process and decision.
- d. We cannot influence visa decisions or processing times in any manner.
- e. Visa fees are non-refundable once paid to the authorities under any circumstances.
- f. JM Visa Services charges and air ticket blocking charges are non-refundable once the application is submitted, regardless of the circumstances.
- g. We do not have any influence over visa processing and decision-making processes.
- h. We cannot expedite the visa process once an application is submitted.

- i. All communications will be conducted via our company landline and email address only.
- j. Document exchange will occur via email only.
- k. Documents in regional languages must be duly translated into English.



# JM VISA

## SERVICES