



GENERAL SCHENGEN VISA REQUIREMENTS

① Who needs a visa and to which country can one travel?

South African citizens and certain foreigners resident in R.S.A. require a visa to enter the Schengen territory, i.e. **Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland**. This visa grants in general free mobility within the Schengen Territory for visitor's/ business/ tourist stays of maximum of 90 days per 180 days of the year.

The following countries **do not recognize the South African Temporary Passport**: Austria, Belgium, Germany, Denmark, France, Luxembourg, Netherlands, Norway, Sweden, Switzerland.

② Where do you apply?

You are not free to choose **at which mission** of a Schengen state to apply.

You **have to** apply at the mission of the country where your **main destination/ longest stay** will be or if it is difficult to determine (e.g. cruises, bus tours) you must apply from the mission of the **first point of entry**.

☞ **Sufficient proof** has to be submitted about the complete stay in the Schengen Territory.

③ When to apply?

Visa applications must be lodged **at least 15 calendar days before the intended visit** and cannot be lodged earlier than three months before the start of the intended visit.

④ Categories of visas (depending on length and purpose of stay):

- **Short stay visa: a “Schengen” visa** one or multiple entries, allowing the holder to stay in the Schengen Territory up to 90 days per 6 months
- **Long stay visa:** Visas for stays exceeding 90 days are national visas, and are issued by member states in accordance with national legislation.
- **Airport transit visas:** required by the nationals of certain countries. (**Not** for R.S.A. citizens).

⑤ Visa fee and visa fee exemption

All types of visa (transit and short stay)	60 Euros to be paid in Rand.
Children age 6-12:	35 Euros to be paid in Rand

The relevant Embassy or Consulate has to be contacted regarding the applied exchange rate Euro/Rand and concerning the methods of payment.

National Long stay visas: Contact the issuing authority

Visas are issued free of charge for:

- Children **under age 6**
- School pupils, students, post graduate students and accompanying teachers who undertake **trips** for the **purpose of study or educational training**
- **Researchers** from third countries travelling within the Community for the purpose of carrying out **scientific research**
- **Spouses of EU/EEA citizens** (EEA: Norway, Iceland, Lichtenstein) and their children, under the age 21 – under certain circumstances (please verify with the relevant consular authority). On the condition that the marriage is recognized by the country of the EU partner. **Original of spouses’ EU/EEA passport, Full Marriage/Full Birth certificates**, etc. must be submitted with application as proof of relationship with EU/EEA spouse/parent.

The visa fee is not refundable if a negative decision is taken on the application or if the application is withdrawn.

☞ Documentation to be submitted:

1. **Duly completed** (in capitals) and **signed “Common Schengen Application Form”**, (available free of charges from consular websites, or consular offices.).
2. **Passport**, which must be **valid** for a period of **at least 3 months after** the applicant’s **last day** of stay in the Schengen states and **not older than 10 years**. Please ensure that the passport has **2 blank pages** to affix visa.

Temporary R.S.A. passports are no longer recognized by most of the Schengen states : prior inquiry is very much advisable.

3. Two recent passport sized **photographs** in color.
4. **If not a South African citizen, a residence permit valid** for a period of **at least 3 months after** the applicant's **last day** of stay in the Schengen states
5. The **visa** of the final country of destination (if needed) must be obtained before applying for a Schengen visa.
6. Proof of payment of the visa fee

Documents 7-12 to be submitted in original + extra copy

7. Round trip **reservation** or **itinerary** with dates and flight numbers specifying entry and exit from Schengen state. Some Schengen authorities accept the itinerary when applying for the visa but request the original air-ticket when visa is collected (please verify).
8. **Proof of sufficient funds for duration of stay**, (Bank statement of the past three months) (*min. amount required is different in each country – please verify with the relevant consular authority*)
☞ **Cash will not be accepted as proof of foreign exchange.**
9. **Travel/health/accident insurance:** a **one-page** document stating that the applicant is covered by a Schengen Travel Medical Insurance, i.e. minimum medical coverage of the Rand equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country.
10. **Accommodation:** confirmed hotel reservation is requested (hotel vouchers are not necessarily proof of confirmed hotel booking). If applicant is staying with a relative or friend, the relevant authorities may request invitation letter from the host with copy of his passport or ID. Authentication of this document by the relevant authorities may be requested. In case of a pre-paid tour please provide us details of the tour with a proof of payment to the tour operator.
11. **For business:** an official business letter from a company in a Schengen state as well as from the employer stating purpose of visit must be presented. For conferences: proof of registration and payment.
12. **Children under 18: unabridged birth certificate. If the child is traveling alone: certified parental consent** by both parents. If the child travels with only one parent, the other parent must produce the notarized/certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented. Certain consular authorities require that both parents sign in the presence of a consular official.

The Schengen State's Consular offices **reserve the right** to request **further documentation** should they deem it necessary, **such as:**

- a) **Proof of employment:** (e.g. letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc)
- b) **If applicant is a student:** letter from school/college/university confirming attendance.
- c) A **personal interview** with the applicant may be requested at any time

⑦ Procedural Advices and Legal Notice:

- There is **no guarantee** that a visa will be issued and **no rights can be derived from the information obtained in the general Schengen visa requirements**
- Visa applications **will be rejected** if the visa fee is not paid or if the application forms are **not fully completed** and **signed**. A negative decision can be taken if the applications are **not accompanied** by the required **documents**.
- **Procedure:** It is the **responsibility** of the applicant to **take note of the visa application requirements** and to **apply in time**, before making travel arrangements.
- **Entry into the Schengen territory:** The possession of a visa is only one of the prerequisites for entry into the territory of the Schengen state. Should the Schengen State's border authority refuse entry, **no claim to reimbursement** of the visa can be submitted. The **border police** at your Schengen destination **may request the presentation of sufficient funds, a letter of invitation, hotel reservation and proof of medical insurance. Failure** to present said funds/documents **may result in entry being refused**.
- For **organized groups arrangements** should be made **well in advance** with the relevant issuing authority.
- **Fees and requirements are subject to change.**

THIS PAGE IS NOT PART OF THE APPLICATION FORM .THIS PAGE HAS BEEN CREATED TO MAKE IT EASIER FOR YOU TO EXPEDITE AND EASE YOUR VISA APPLICATION FORM. WHEN ARE TAKING A PRINTOUT OF THE VISA APPLICATION FORM, EXCLUDE THIS PAGE.SAVE TREES.

SCHENGEN VISA APPLICATION REQUIREMENTS :

Download all the required documents for your visa application as a zip file. [Visa application requirements.zip](#)

- Checklist for Schengen tourist visa. Please download the one for your country. However we are attaching a sample [here](#).
- Schengen visa application. [Download Schengen visa application](#).If you need a sample form with instructions then [click here](#).
- Personal covering letter with your entire plan clearly mentioned. [Download template](#).
- If you are working , then you need to obtain leave letter from your employer. [Download template](#)
- If you are a student then no objection letter from school.[Download template](#)
- [Flight itinerary or flight reservation for visa application](#).This includes your flight information, airport information, date of travel and flight names and should be obtained from a qualified travel agent. . To book your flight itinerary for Schengen tourist visa, [Click here](#).
- Proof of accommodation. Hotel bookings for your stay.[Sample hotel bookings for visa application](#) . To book accommodation proofs for your Schengen tourist visa. [Click here](#).
- A valid health insurance covering a minimum of €30,000 . [Sample here](#).

These requirements may change based on your country of origin. **Please go through travel visa requirements thoroughly for your country for any additional documents that you would need to produce.** This section covers only the services we will assist you with. In addition to this we have written an excellent article on [Schengen travel visa](#) to help you with your tourist visa processing.

WE SUGGEST YOU TO FILL THE SCHENGEN VISA APPLICATION ONLINE . HERE IS AN ARTICLE WHICH SHOWS YOU HOW TO FILL YOUR [SCHENGEN VISA APPLICATION ONLINE](#).