

**GENERAL SCHENGEN VISA REQUIREMENTS****LATEST UPDATE- MARCH 2008****❶ 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, Malte, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain and Sweden.** 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.

**❷ Where do you apply?**

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

You **have to** apply at the mission of the country where your **longest stay** will be or if 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.

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

- **Transit visa** (1-5 days, single or double entry): is issued to **travel** from a **non-Schengen state** to another **non-Schengen state** or **across** Schengen state territory.
- **Short stay visa** ("Schengen") **visa** (1-90 days, one or multiple entry)
- **Long stay visa:** Visas for visits 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).

**❹ ☞ Documentation to be submitted: ☞ see footnotes ☞**

1. Clearly and completely filled in and signed **Common Schengen Application Form**, (available from consular websites, or consular offices.).<sup>1</sup>
2. **Passport**, which must be **valid** for a period of **at least 3 months beyond** the applicant's **last day** of stay in the Schengen states. Please ensure that the passport has **2 blank pages** to affix visa. **Temporary R.S.A. passports are no longer accepted by most of the Schengen countries : prior inquiry is very much advisable.**
3. Two recent passport sized **photographs** in colour<sup>2</sup>.
4. The **visa** of the final country of destination (if needed) must be obtained before applying for a Schengen visa.

**5-10 To be submitted in original + extra copy**

5. Round trip **air-ticket** and **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 check).
6. **Proof of sufficient funds for duration of stay, e.g.:** (*min. amount required is different in each country – please check with the appropriate consular authority*)
  - Tax receipt of foreign exchange purchased bearing applicant's name.
  - Traveler's cheques.
  - For credit cards, recent credit card statement. ☞ **Cash will not be accepted as proof of foreign exchange.**
7. **Travel/health/accident insurance** with minimum medical coverage of the Rand equivalent of Euro 30.000,00. Applicants must present insurance policy that states policy number, name of insured person, validity and schedule benefits. The insurance must cover medical attention, emergency hospital treatment and repatriation for medical reasons 'on the spot'. ( Please allow few extra days in order for the Embassy to be more flexible with the period if the visa)
8. **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 pertinent authorities may request invitation letter from the host with copy of passport or ID. Document that has been stamped by the pertinent authorities may be requested. <sup>3</sup> In case of a pre-paid tour please provide us details of the tour with a proof of payment to the tour operator.
9. **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.
10. **Certified parental consent**, by both parents for children under 18 traveling alone. 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 court documents stating this so 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 it be deemed necessary, **such as:**

- a) **Proof of employment:** (e.g. letter from company stating 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) **Bank and credit card statements** for last 3 months.
- d) A **personal interview** with the applicant maybe requested at any time

#### ⑤ 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 application forms are **not fully completed** and **signed** and 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 without prior notice**

#### ⑥ Fees and Exemption Policy

**All types of visa** (transit and short stay)  
**National Long stay visas:**

**60 Euro**, payable in Rand according to exchange rate  
Contact the issuing authority

**Visas will be 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. **Copies 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.

**Visa processing fees are not reimbursable by most Schengen countries if a visa is rejected.**

#### Footnotes

- 1 Some countries require applicants to appear in person.
- 2 **Spain** requires that the application form be in English and Spanish
- 3 **Austria and France** have further requirements if applicant is staying with friends/family.
- 4 **Portugal** must be contacted before visa application of minors.
- 5 **Denmark** requires a supplementary form together with the application form