

CIBTvisas

Halliburton, Life 2024
Schengen Visa Support

This document provides indicative guidance of what to expect of the Schengen Visa application process. There are nuances to this process dependent on your nationality and country of residence. The below is a guide only.

1. What is a Schengen visa?

A Schengen visa is a document that enables you to **travel to any or all of the Schengen visa member countries on just one visa**. The visit can be used for tourism, leisure or business and the visa holder is allowed a maximum stay of up to **90 days every 180 days**. Schengen visas CANNOT be renewed; a new application must be submitted in line with a relevant Schengen rule.

A Schengen visa allows its holder to travel freely within the Schengen Area, so travel to one Schengen country from another directly is possible. If you hold a multiple entry Schengen visa, you may also enter and leave the Schengen Area through any member country within the period of your visa's validity. However, please note that you should always apply at the consulate of your main destination.

2. How long does the Passport need to be valid for ?

The passport needs to be valid for a minimum of **90 days from the return date** (first trip) from Schengen.

3. Can passports that are valid more than 10 years be accepted for a Schengen visa application?

Passports valid more than 10 years are not accepted anymore by most Schengen countries.

4. How recent do the photos have to be?

The photos must **be no more than 3 months old**, on the white background. Schengen Embassies are extremely strict with photographs. The photos provided must not be used anywhere in the passport for other visas/passports etc. For Germany, photos must have applicant's name and signature on the reverse.

5. If the traveller has a valid visa to reside in a Schengen country (residence permit), does he need another visa to travel to a different Schengen country?

No, as a resident in a Schengen country, you may travel freely within the Schengen Area until the expiry date of your residency permit.

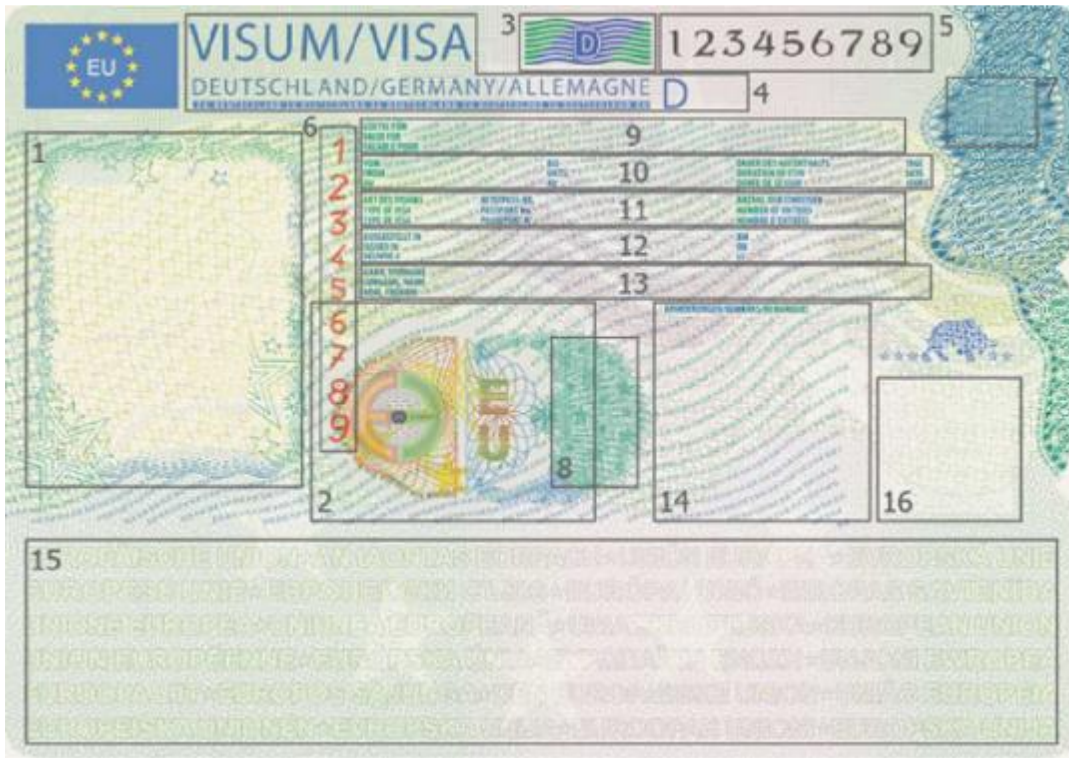
6. How long will the visa be valid for? Can I get a visa that will allow me several trips to the Schengen area?

We are **unable to predict the validity of the visa** the traveller may be granted by the Consulate: the **decision will be made at the Consulate-General's discretion** by the visa officer when processing your application. Validity can vary from 1-day single entry up to 5 years multiple entry. Application is a request for the Consulate, not an order.

7. List of nationalities that require a Schengen

Afghanistan	Algeria	Angola	Armenia
Azerbaijan	Bahrain	Bangladesh	Belarus
Belize	Benin	Bhutan	Bolivia
Botswana	Burkina Faso	Burundi	Cambodia
Cameroon	Cape Verde	Central African Republic	Chad
China	Comoros	Congo	Côte d'Ivoire
Cuba	DR of Congo	Djibouti	Dominican Republic
Ecuador	Egypt	Equatorial Guinea	Eritrea
Ethiopia	Fiji	Gabon	Gambia
Ghana	Guinea	Guinea-Bissau	Guyana
Haiti	India	Indonesia	Iran
Iraq	Jamaica	Jordan	Kazakhstan
Kenya	Kuwait	Kyrgyzstan	Laos
Lebanon	Lesotho	Liberia	Libya
Madagascar	Malawi	Maldives	Mali
Mauritania	Mongolia	Morocco	Mosambique
Namibia	Nepal	Nigeria	North Korea
Northern Marianas	Oman	Pakistan	Papua New Guinea
Philippines	Qatar	Russia	Rwanda
São Tomé and Príncipe	Saudi Arabia	Senegal	Sierra Leone
Somalia	South Africa	Sri Lanka	Sudan
Suriname	Swaziland	Syria	Tajikistan
Tanzania	Thailand	Timor-Leste	Togo
Tonga	Tunisia	Turkey	Turkmenistan
Uganda	Uzbekistan	Vietnam	Yemen
Zambia	Zimbabwe		

8. What will my visa look like?



9. General required documents: each country have their own detailed requirements

- **Visa application form** (hand signed original)
- **Passport** (original)
Signed passport, at least 2 blank pages for visa purposes, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area and has to be issued within the last 10 years on the day of leaving the Schengen Area. Extended passport may still be valid, but when older than 10 years the passport is no longer acceptable; in that case applicant first needs to apply for a new passport.
 - Photocopies of previous Schengen visas endorsed in an old passport and/or issued in the last 3 years, if applicable.
- **Photograph** (original)

- **Proof of current occupation**

Employer letter (original): **recent, signed, headed letter** (addressed to the Mission, name and position of the signee and confirming applicant's employment) and last 3 months payslips

Student letter (original): **recent, signed, UK university/college/school letter** (addressed to the Mission, name and position of the signee and confirming applicant's enrolment)

Self-employment letter (original): **recent, signed, headed letter** (addressed to the Mission, name and position of the signee and confirming applicant's self-employment) obtained from:

last tax return correctly showing applicant's details: name, address, Unique Taxpayer Reference and National Insurance Number; if first tax return has yet to be filed a letter from HMRC containing the Unique Taxpayer Reference and National Insurance Number needs to be provided.

Company director: Directors' service contract; Certificate of Incorporation and Letter from Accountant need to be provided when owning the company.

- **Proof of business invitation**

Signed (with name and position of signee), headed invitation letter from a company/business in the inviting country confirming the purpose of visit, travel dates and arrangements for accommodation/travel, if applicable.

- **Proof of funds**

Typically request 3 months current account bank statements showing applicant's name, address and **end balance dated within the last week** on the visa application submission date showing a minimum amount of €30.00/day (or equivalent) of stay in the Schengen Area + outstanding accommodation and travel fees (alternatively online bank account printouts are also accepted). Travellers' cheques covering the same amount as explained under a.

- **Proof of travel** (airplane, train, boat, coach, (hired) car)

Confirmed return travel tickets: mentioning applicant's name and travel dates to & from the Schengen Area

When travelling by car: car registration, car insurance, return travel tickets (ferry or Eurotunnel mentioning the car's registration number) and driver's driving licence. If applicant is not the driver, then driver's cover letter (signed & dated) confirming joint travel with applicant and travel dates need to be provided too.

When travel tickets have been paid through travel agency, then a receipt, an invoice or a payment confirmation is also required.

- **Proof of accommodation**

Confirmed accommodation (hotel, hostel, camping,...) reservation mentioning applicant's name, travel dates and accommodation address details.

If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card + passport signature page, if signature is not on passport's bio page.

When accommodation is reserved for a group, then a list with the names of the group members will also be required; alternatively the group members their names may also be mentioned on the travel ticket.

- **Travel insurance** (all-risk medical travel insurance)

UK/EU registered travel insurance – clearly showing the applicant’s name - has to be valid throughout the complete territory of the Schengen Area and must cover the entire period of the applicant’s intended stay in the Schengen Area; minimum coverage for medical emergency and repatriation must be €30,000

10. Appointment System

An appointment system is run for all visas applications. After we have received all the materials required in support of your visa application, CIBTvisas will schedule an appointment (where possible)

What will CIBT do

- Provision of application forms, requirements and instructions on how to obtain your necessary visa
- Assistance in completing the visa form in order to avoid unnecessary delays to the submission of the application
- Quality checking of your application and supporting materials to ensure it is complete, and minimising the risk of refusal at the Consulate
- The booking of an appointment for the applicant to appear at the Embassy (where we are able)
- Assistance with the collection of the completed visa and secure delivery of the passport back to the traveller