

Schengen Visas

Information session

DSU Advice

**This presentation is a summary
for guidance only -
You should always refer to the
requirements as stated on the
official application website**

What is a Schengen visa?

A **Schengen Visa** is permission issued by the appropriate authorities to an individual for travelling to and within the **Schengen Area**.

The **Schengen Area** is comprised of 26 countries which have agreed to allow free movement of citizens in this area as a single country.

Countries in the Schengen Area



Do I need to apply?

Many non-EU nationals need to apply for a Schengen visa before they can travel to Europe.

However there are some nationals depending on the individual arrangement between their home country and the country they wish to travel to who can travel **WITHOUT** applying for a Schengen visa.

The first step is to check on the official website of the country you wish to visit to see if you need to apply.

Germany only:

A visa is not required if you have a Travel Document issued according with the Convention of 28 July 1951 or the Convention of 28 September 1954, as long as it is valid for at least four months at the time of entry.

For other categories who do not need a visa, see:

<http://www.uk.diplo.de/Vertretung/unitedkingdom/en/07/Visa/2Need-visa/Do-you-need-a-visa.html>

Germany only:

You must submit an additional signed declaration called a Belehrung:

[http://www.vfsglobal.com/germany/uk/pdf/
German-mission-additional-info.pdf](http://www.vfsglobal.com/germany/uk/pdf/German-mission-additional-info.pdf)

Which type of visa do I need?

There are three types of Schengen visa:

The **short stay** or travel visa allows visits of up to 90 days in any six-month period. This is the type that most students visiting the Schengen space as tourists or attending conferences will require.

The **transit** visa enables passage through a Schengen country on the way to a country outside the Schengen space and can be issued for a maximum of 5 days.

The **airport transit** visa allows entry to an airport of a Schengen member state, but not to exit the airport; just to connect to another flight.

Single or Multiple Entry?

Single entry does not necessarily mean entering just one country – it is still a single entry if you travel around all 26 countries in the Schengen space one after the other. However, if you visit France, return to the UK, and then visit France again, this requires multiple entries. This is because when you return to the UK you are exiting the Schengen area.

Single entry is issued as standard unless you select multiple entries *and* show the required documentation for both visits.

Can I travel?

Your **passport** must be valid for at **least 90 days** after your expected date of return

The passport must have 2 blank adjacent pages

Passports must be less than 10 years old

You must have permission to return to the UK for example, children born in the UK who do not have a UK visa will need one to re-enter the UK if they leave

Your **UK Visa** must have at **least 90 days** remaining (after the end of your trip)

**Ensure you are referring to the official
embassy website for the country you are
applying to**

**All of the Embassy websites are available on
the DSU Advice pages**

<https://www.demontfortsu.com/support/advice/international/>

Where do I apply?

If visiting only one country in the Schengen space, you should apply to that country's embassy.

If visiting several countries, you should apply to the embassy of your 'main destination' which will be the country in which you will spend the most days.

If your time will be evenly spread and there is no main destination, you should submit your application to the embassy of the Schengen country that you will enter first.

When should I apply?

The visa is valid for use from the date of issue and will only be valid for a maximum of 90 days

Aim to apply with sufficient time for processing (see the applicable website for estimated processing times – usually between 5 days and 5 weeks) but not too early otherwise the visa may expire before your trip

Certain nationalities may expect longer processing times – check website for details

Making an application

The application form can be downloaded online. If filling this out by hand, use black ink with no crossings-out or tippex. Check whether hand-written forms are accepted – they may not be

You will need to book an appointment online to attend the application centre in person (usually in London). The interview may take only a few minutes but the whole appointment process may take a couple of hours in total

Following a successful application, you can either collect your passport in person a few days later or select courier option which has an additional charge



Application for Schengen Visa



1. Surname (Family name) (a)				For official use only Date of application: Visa application number: Application lodged at: <input type="checkbox"/> Consulate/embassy <input type="checkbox"/> CAO <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border Name: <input type="checkbox"/> Other: File handled by: Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> Other: Visa decision: Refused: A C LTV Valid From: _____ Until: _____ Number of entries 1: <input type="checkbox"/> Multiple Number of days: _____			
2. Surname at birth (Former family name(s)) (a)							
3. First name(s) (Other name(s)) (a)							
4. Date of birth (day-month-year)		5. Place of birth:					
6. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		7. Current nationality: Nationality at birth, if different:					
8. Member status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widower <input type="checkbox"/> Other (please specify)		9. Country of birth					
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian							
11. National identity number, where applicable							
12. Type of travel document: <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Other (please specify)							
13. Number of travel document		14. Date of issue					
15. Number of travel document		16. Valid until					
17. Applicant's home address and e-mail address		18. Issued by					
19. Applicant's home address and e-mail address Telephone number(s)							
20. Residence in a country other than that country of current nationality: <input type="checkbox"/> No <input type="checkbox"/> Yes. Resident permit or equivalent: _____ No: _____ Valid until: _____							
21. Current occupation							
22. Employer and employer's address and telephone number. For students, name and address of educational establishment.							
23. Main purpose(s) of the journey: <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify)							
24. Member (State(s) of destination		25. Member state of first entry					
26. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries		27. Duration of the intended stay or transit: Indicate number of days					
28. Schengen visa issued during the past three years: <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from: _____ to: _____							
29. Previously entered previously for the purpose of applying for a Schengen Visa: <input type="checkbox"/> No <input type="checkbox"/> Yes. Date if known: _____							

(a) Field 1-3 shall be filled in by family members of EEA/EFTA or CH citizens (spouse, child or dependent descendant) when exercising their right to free movement. Family members of EEA/EFTA or CH citizens shall present documents to prove this relationship and fill in fields No 24 and 25.
 (a) Fields 1-3 shall be filled in accordance with the data on travel document.

What documents are required?

Provide ORIGINAL documents AND photocopies:

Application form

Passport(s) - current and previous

Photograph

UK Visa (BRP)

A letter from DMU

Itinerary for the trip

Accommodation booking(s) - or invitation letter if staying with friends or family

Transport booking(s) - coach/train/plane etc

Travel insurance

Bank statements

Passport

Must have two blank pages

Where applicable, it must be signed

Must be valid for at least 90 days beyond the return date of the trip to the Schengen Area.

The passport must have been issued (not extended) during the past 10 years. If your passport was issued longer than 10 years ago (as of the return date of your proposed trip), you will need to obtain a new passport.

Photograph

Each country has a document called Photo Specifications explaining the exact requirements –
Make sure you adhere to this as requirements vary
Usually 1 photo is required attached to the form,
but up to 2 additional copies may also be required
White or cream (sometimes grey) background
Taken in the last 6 months (some say 3 months)

UK Visa - BRP

Must be valid for at least 90 days beyond the return date of the trip to the Schengen area



Letter from DMU – Student Gateway

Must be an original (not email or scanned copy)

Printed on DMU letterhead paper

Dated within 1 month of applying (sometimes 10 days)

Confirming course title and duration

Term dates and/or attendance record may also be required (not included in the standard enrolment letter available from Gateway House)

Signed and/or stamped – do check the precise requirements as an electronic signature may not be acceptable

Itinerary

A list of where you are staying and on which dates

Must cover the entire visit (or visits if multiple)

Plus details of your #DMUGlobal trip

Accommodation

Every night in the Schengen region should be accounted for by either:

Confirmed hotel booking in the applicant's name.

If staying with a friend/relative a signed invitation letter is required giving their contact details (name, address, phone number/email) and should confirm the address and exact dates of your intended stay.

If taking overnight transportation, provide seat reservations, in the applicant's name, showing departure and arrival times and locations

Transport bookings

Must be in the applicant's name

Must match the itinerary

Must cover the entire visit (or visits if multiple) including entry into the Schengen area, travel between countries within the Schengen area, and return to the UK

Travel insurance

Check the requirements as this may vary between countries and depending upon proposed activities

Usually travel insurance must be from a UK provider

Valid for ALL Schengen states

For the full duration of the trip

With a minimum of 30,000 Euros medical cover (more if partaking in winter sports)

Bank statements

Check the requirements of the country you are applying to as these do vary between countries

Must show sufficient funds for the proposed trip(s)

Some countries specify around £50 per day in addition to accommodation and transport. (For Spain the minimum balance is £500 plus an extra £55 a day per person if the trip exceeds 8 day, starting from the 9th day)

3 months bank statements (6-12 for Slovenia)

Some states need a closing balance within 7 days

Travellers cheques are accepted but cash is not

You may need additional evidence (a letter) if you are sponsored or rely on funds from your parents

Things to think about

Read the information on the visa application website carefully

Don't assume that documents used for one Country will be acceptable for another

Some Countries require additional documentation – check carefully

Common reasons for refusal

Omitting evidence of intention to return to the UK or home after the trip

Insufficient evidence of the purpose of the trip and where you plan to stay

Insufficient evidence of how you will cover the cost of the trip, or lack of explanation about unusual deposits of money or irregular transactions

Forgetting to check the Tier 4 visa expiry date

Inadequate insurance

Further information available at

<https://www.demontfortsu.com/support/advice/>

<https://www.dmuglobal.com/>