

GUIDE TO COMPLETING THE SCHENGEN APPLICATION FORM:

- Q.1. Your surname (family name) as it appears in the passport you are using to apply for your visa.
- Q.2. If you have changed your surname since birth (eg through marriage) please write your previous surname here. If your surname has not changed since birth please leave this blank.
- Q.3. Your first name(s) (Christian names).
- Q.5. If your country of origin has issued you with an ID number please write it here. If you do not have an ID number or do not know what it is then leave this question blank.
- Q.6. The town and country in which you were born.
- Q.7. The nationality of the passport that you currently hold. For example if you hold a South African passport then write "South African".
- Q.8. If you used to hold a different nationality than you hold now then write this nationality here. If your nationality has never changed then leave this blank.
- Q.9. Please indicate your sex by circling the correct option.
- Q.10. Please indicate your marital status by circling the correct option.
- Q.11. Write the full name of your father. If you are unaware of your father's name please write 'Unknown'.
- Q.12. Write the full name of your mother. If you are unaware of your mother's name please write 'Unknown'.
- Q.13. Circle the type of passport that you hold. Most applicants hold a "National Passport". Only circle one of the other options if you are sure that you have that type of passport.
- Q.14. Write your "passport number", this usually appears on the photo page at either the front or back of your passport.
- Q.15. Write the name of the Authority that issued your passport (eg UK Passport Office or Department of Home Affairs). This information should be written on the photo page of your passport.
- Q.16. Write the date on which your passport was issued. This information can usually be found on the photo page of your passport.
- Q.17. Write the date on which your passport will expire. This information can usually be found on the photo page of your passport.
- Q.18. If you are applying for a Schengen visa in the UK then you should have UK residency (eg working holiday / work permit / indefinite leave). Please circle "yes" and write the ID number and expiry date on your residency stamp. The ID number can usually be found on the top right corner of the visa. If you have Indefinite Leave please write "Indefinite Leave". If you don't have a reference number then please leave this blank.
- Q.19. Write your current occupation (eg. Nurse / Journalist / Teacher).
- Q.20. Write the full address and telephone number of your employer in the UK. If you are unemployed please write "currently unemployed" and give details of your last employer.
- Q.21. The "main destination" is the schengen state in which you are spending the most time during your trip to the schengen area. You must write the name of the country who's consulate you are applying through: eg if you are applying through the French Consulate you must write "France".
- Q.22. All applicants for tourist or business trips to Austria must circle "Short stay". If you wish to apply for an "Airport transit" or "Transit" visa please circle the appropriate option.

PLEASE NOTE:

Airport Transit Visas are for those nationalities that specifically require a visa for transit journeys through Schengen space. This type of visa allows a person to transit through airports on interconnecting flights. This visa is ONLY required for nationals of: Afghanistan, Albania, Angola, Bangladesh, Democratic Republic of Congo, Eritrea, Ethiopia, Ghana, Guinea, Haiti, Iraq, Iran, Liberia, Libya, Nigeria, Pakistan, *Palestine* (holders of travel documents issued by the Egyptian, Lebanese or Syrian authorities), Sierra-Leone, Somalia, Sri-Lanka, Sudan, Syria.

Transit Visas are valid for short period maximum 1 – 5 Days Maximum 2 Entries. This type of visa allows Transit through one of the Schengen countries but this type of visa does not allow you to stay in Schengen states.

Q.23. Circle “Individual”.

Q.24. If you would like a visa that allows you to return to the Schengen area after your first trip is over please circle “Multiple entries”. If you only need to enter the Schengen area on one occasion then please circle “Single entry”.

Q.25. Please state the total number of days you intent to stay in that country.

Q.26. This question refers to any visas, apart from Schengen visas and your visa for the UK, that you have been granted in the past three years. You should write the name of the country and then the valid from date and valid to date e.g. US 13/01/2003 – 13/01/2004, Russia 27/06/2002 – 02/07/2002.

Q.27. ONLY answer this question if you are applying for a Transit Visa and you have circled that option in Question 22. If you are applying for a Transit Visa you must already have a visa or visas in your passport for your final destination(s) (if appropriate). Please write the validity of the visa(s) and the name of the authority that issued the visa(s). If you are applying for a transit visa but you do not require a visa for your onward destination please write ‘visa not needed’ in the box.

Q.28. This question refers to any Schengen visas that you have been granted in the past. For each visa issued write the name of the country whose Embassy granted your visa. Also write the dates from which the visa was valid e.g. France 13/01/2003 – 13/07/2003, Italy 20/06/2002 – 30/06/2002. Only mark as many visas as you have space for, it doesn’t matter if you leave out visas that you have been granted in the past.

Q.29. Please circle the word that best describes the reason for the trip that you intend to take. If the purpose of your trip is not covered by any of the options listed then please circle “other” and write a brief description of the purpose of your trip.

Q.30. Write the date on which you will first enter the Schengen area on the trip you intend to take.

Q.31. Write the date on which you will finally depart the schengen area on the trip you intend to take.

Q.32. Write the name of the Airport, Sea Port or Train Station that you will use to enter the Schengen area on the trip you intend to take.

Q.33. Please write the method of transport that you will use on your trip. For example: Aeroplane / Eurostar / Ferry.

Q.34.

TOURIST TRAVELLERS

If you are travelling as a tourist and you have booked a hotel or hostel then write the name and address of the hotel you will be staying in. If are booked into several hotels then write the details of the first hotel you are staying in. If you are going on a day trip leave this question blank.

BUSINESS TRAVELLERS

If you are travelling on business purposes please write the name and address of the company you will be visiting.

TRANSIT VISA APPLICANTS

Leave this question blank.

Q.35. Please indicate who will be financially responsible for you during your trip by circling the appropriate option. If you are supporting yourself please circle “Myself”. If you will be supported by your host then please write their full name of your host and circle the appropriate option. If you will be supported by somebody other than yourself or your host then please write their full name and give details of your relationship to them.

Q.36. Please indicate what financial means you will use to support yourself whilst on your trip. If you will use your bank account to support yourself during your trip and have supplied a bank statement with your application then circle “Cash”. If you have purchased Traveller’s Cheques to use on your trip and have supplied them with your application please circle “Traveller’s Cheques”. Once you have circled the correct option you must write the expiry date of your Travel Insurance in the field below.

Q.37 – 42. If you are travelling with your spouse and or children please write their details in the answers to these questions. If this does not apply to you please leave these questions blank.

Q.43. Only fill out this section if you are financially dependent upon a family member who is an EU national. If the person you depend upon is not an EU national then leave this blank. If the person you depend upon financially is not a family member then leave this blank.

Q.45 & 46. Write your home address and contact telephone number.

Q.47. Write the name of the place where you are when you complete this application form and the date on which you filled it out. For example "London 18/04/05".

Q.48. The applicant for the visa must sign the form here. In the case of children unable to write their signature the form may be signed by a parent or legal guardian and "(Parent)" or "(Legal Guardian)" written after the signature.

END OF APPLICATION FORM