

FRENCH SCHENGEN VISA INFORMATION

Smooth Handling Fee: £65.00

Consular Fee: £50

TLS Fee: £25

Total: £140

Last Updated: October 2010

GENERAL INFORMATION:

- We need to receive your documents **two weeks** before your travel date, except if you made a special arrangement with one of our consultants.
- Processing time for the French Schengen visa is 72 hours at the Embassy.
- We reserve the right to move your application date to accommodate changing circumstances at the Embassy. We will do our best to finalise your visa before you depart for your vacation. Please note that the French Embassy may make changes to their lodging procedures and regulations.
- It is the client's responsibility to check the validity dates on the visa before travel
- Please note that **the French Embassy ultimately decide the length of the visa they issue**. We always apply for the longest possible visa.
- Please make sure you have at least one blank page in your passport for the visa to be affixed.
- France has to be your main destination, i.e. the country you will be spending most nights in, or first country of entry if you are spending the same amount of days in each country you going to visit.
- If you are married you will need to include the original unabridged marriage certificate. If the marriage certificate is not in English or in French you should get an official translation certified by the Embassy of the country where you celebrated your wedding or by the legalisation bureau of the Foreign Office in the UK. The French Embassy might request that you certify your marriage certificate at your county's embassy in the UK.
- For minors travelling with parents we require an ORIGINAL UNABRIDGED birth certificate. Please also complete the application form and the authorisation to travel form. Unfortunately, we will not be able to apply for children not travelling with their parents.

Ensure that you meet all the requirements. **YOUR PASSPORT and UK VISA MUST BE VALID FOR THREE MONTHS AFTER RETURN DATE FROM YOUR VACATION.** If not the visa will NOT be granted by the French Consulate!
YOUR UK VISA HAD TO INITIALLY HAVE BEEN ISSUED FOR LONGER THAN 6 MONTHS.

Payments:

Payments can be made by cheque (**to Nexus Visas Ltd**), cash or paid into our bank account: Please note that if you make the payment directly into our bank account you need to send us proof of payment!

Barclays bank

Name: Smooth Migration Ltd.

Account No: 61520229 Sort Code: 40-46-22

CHECK LIST:

1. Letter of employment
2. 3 Months' pay slips
3. Your latest bank statement or travellers cheques
4. Travel insurance
5. Travel tickets
6. Accommodation confirmation (direct from the Hotel)
7. 2 Passport photos
8. Passport
9. Application forms
10. Any additional information (marriage certificate, birth certificate, partner's passport- if applicable to your application)

Please read carefully through the specifications of above mentioned documents:

1 If you are employed:

- Original signed Letter, on Letterhead. **NO** scan or fax.
 - Letter not older than one month
 - Date of Letter issued.
Letter needs to state the following:
 - Date of Employment
 - Permanent, Contract or temporary basis, confirming ongoing employment
 - Occupation
 - Full names and D.O.B
 - If employed by an Agency include the following: Name of Agency, who are you working For currently and who pays your salary.
- If UNEMPLOYED and not MARRIED apply in person at the Embassy.**

2 If you are self-employed:

- Original Letter form Solicitor, Bank Manager or Accountant
- Date when letter was issued not older than one month.
- Copy of Certificate of Incorporation
- Copy of Vat Certificate
- The date your company was registered and if it's still active.

3 If you are a student:

- Original Letter from College or University, stating your full names, date started and ending of enrolment.
- Letter must be originally signed and dated.

4 If you are applying for a business visa:

- The first letter from UK Employment. (Same as above "If you are employed".)
- Purpose of visit, dates that you'll be in France stated on the first letter.
- Second Letter from Company in France, can be faxed, scanned or original.

Second letter needs to state the following:

- Purpose and reason of travelling
- Dates of visit
- Full names, passport number and DOB
- If staying in Hotel organised by French Company, please confirm the address and dates of accommodation, and if Company will support you during your visit.

(Please include Hotel booking and flights organised by French Company).

5 If you are 18 years or younger:

- Original Birth Certificate
- Letter from School
- All parents documents. (All of Above)
- **If only one parent is travelling with child, please complete the Minor to travel form.**

6 If you are a Nanny:

- Contract of Employment, signed by employer and employee.
- Letter from Employer, signed and dated.
- Payslips, if no payslips it has to be mentioned on Letter how much you earn per week or per month.
- Copy of Employers passport

Letter needs to state the following:

- Starting date
- Ongoing Employment
- Full names and passport number

PLEASE NOTE: That the Letter should state that you are travelling for tourism and NOT for work. If travelling with family for work, apply for a Work Permit and the French Embassy.

Travel Insurance:

Your insurance document must have the person(s) names on who are insured and also state the period for which they are covered. Please provide the original certificate and policy document.

- **Single Insurance – Issued a single entry visa.**
- **Annual Insurance – Multiple Entries.**
- **If you already have insurance:** Make sure it covers the dates of your trip. If applying for a six (6) month visa, have at least six months left after returning from your trip.
- **If you have travel insurance with your bank:** Call the number on the policy document and request a letter confirming your insurance. Also include a recent statement from that account.
- Please make sure that your insurance covers you for **medical** and **repatriation** expenses.
- **If you plan more than one trip:** The insurance must cover from the start of the first trip up to the end of the second, third etc. trips if taking out single trip insurance.

Bank statements:

- Last **3 month** recent statements not older than **3 weeks**.
- Online Statements accepted, if it has name & account no on statement, and

accompanied by at least one original. Can be older than 1 year.

- **If you have no bank account or statement:** You need to get travellers cheques worth €50 per day. Please note that we will need the original cheques for the application and it needs to be signed by the applicant. (TRAVELLER'S CHEQUES MUST BE ORIGINAL). **If including Travellers Cheques visa will only be issued for short period.**

Payslips:

- Last 3 original payslips
- If you are paid weekly, submit the last 6 weeks payslips.
- **If you do not have payslips:** Your employer must state on your letter of employment that you do not receive any payslips and how much you earn per month or week.
- Electronic payslips need to be stamp and dated by company.
- If you are **Self Employed** please provide your last 3 invoices

Travel Tickets or E-Booking Confirmation:

E.g. Plane, Euro Star, Ferry, Euro Tunnel etc.

- The travel confirmation must state the date you are departing and returning.
- Names of ALL passengers, not only the lead passenger
- You need to have a return ticket to the UK.
- If you are travelling by car you will need to include the ferry or Eurotunnel confirmation, you're Car Insurance Document, Registration papers and MOT certificate.
- Original Drivers licence.
- If you are travelling with somebody else's car, you will need to obtain a letter from the owner of the vehicle stating that you are going to be a passenger in his/her vehicle. The letter needs to state your full names, DOB and dates you going there and returning as well as the vehicles registration number. Please note that these dates need to correspond with the Ferry booking dates. The owner needs to sign the letter and the letter needs to be dated. If the owner of the car is not applying for a schengen visa with you, you will need to include a copy of the owners' passport. You will also need the ferry/euro tunnel booking, Car Insurance document, Registration papers and MOT certificate.

Accommodation Confirmation or E-Booking Confirmation:

- Dates of arrival/departure
- Names of guests
- Name and address of Hotel (Please note that the embassy do not accept bookings from venere.com)
- **If you booked your accommodation through a third party, for example lastminute.com, Euro star, Booking.com, Hostel Bookers etc.) Include the booking confirmation from them but also contact the specific hotel and ask them to send you an e-mail or a fax confirming that they have received your booking. The Embassy needs to see that the e-mail or fax is directly from the hotel.**

If staying with friends or family that are PERMANENT RESIDENTS in France:

A French certificate of board and lodging to be obtained from the French local town hall or police station by the applicant's host in France. ("Attestation d'Accueil") **We need the original document!**

If staying with friends or family that is PERMANENT RESIDENTS in the UK but own property in France:

- A utility bill from property in France and a utility bill for property owned in London. Please

- note that French embassy may request proof of ownership of property in France.
- Letter of invitation – typed out and signed with dates of travel included and a copy of the person's passport.

If planning a day trip, visa will only be issued for the day.

2 colour Passport Photo's:

It must be full colour on a WHITE background. **No glasses, hats or hair hiding your face.**
Please see the passport photograph information form.
Most recent passport photo's not older than a month.

Spouse/ Dependant of EU National:

The following documents are required if you are married to a EU national;

1. Completed application form
2. 2 passport-size photos
3. Your Passport
4. Passport of EU National (original passport)
5. Marriage certificate or birth certificate (please take note that the French embassy will **only** accept the original certificate). If your marriage certificate is not in French or in English, we need an official translation that has been certified as a true copy by the Embassy/Consulate of the country where your marriage was celebrated or by the legalisation bureau of the Foreign Office in the UK.

Please call us for documents if you are Married to a French National.

However if you do not satisfy the above conditions, you will need to apply for a visa to travel to France (for instance if your residency is not explicit or if you are travelling to France for business).
Note that children and parents of EU Nationals still require visas to travel to France.

Civil Partnership:

Documents Required: (Same as normal application).

- Letter from Employer
- Payslips
- Bank statements
- Accommodation
- Transport
- Travel Insurance
- Original passport and Marriage Certificate of Spouse.

Please make sure you have filled out the following documents:

One completed application form
Client info sheet