



GENERAL SCHENGEN VISA REQUIREMENTS

September 2009

South African citizens 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, Sweden and Switzerland.**

WHERE DO I APPLY?

- If you intend to visit only one Schengen country, you must apply at the Embassy or Consulate of that country.
 - If you intend to visit several Schengen countries, you must apply for a visa at the Embassy or Consulate of the country that is your *main destination/ longest stay*.
 - If you intend to visit several countries but do not have a main destination, you should apply for a visa at the Embassy or Consulate of the country of your *first point of entry*.
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TYPES OF VISAS:

- **Transit visa** (1-5 days, single or double entry): is issued to travel from a non-Schengen state to another non-Schengen state across Schengen state territory. If coming from a non-Schengen state with the main destination in one or several Schengen states and back to first point of departure, then a short stay visa will be issued.
 - **Short stay visa** (1-90 days, single, double 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).
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DOCUMENTATION TO BE SUBMITTED:

Before applying please make sure you fulfill all the following requirements ¹.

1. Clearly and completely filled in and sign **Common Schengen Application Form**, (available from consular web sites, or consular offices.)²
2. **R.S.A. passport**, which must be valid for a period of at least 3 months after the applicant's last day of stay in the Schengen states. Please ensure that the passport has 2 blank pages to affix the visa. **Temporary R.S.A. passports are no longer accepted by Schengen countries.**
3. One recent passport sized **photograph in colour**.
4. The **visa** of the final country of destination (if needed) must be obtained before applying for a Schengen visa eg. United Kingdom.

(5-10 original plus copy to be submitted)

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, latest credit card statement or an original letter from the bank manager stating credit amount available.

Cash will not be accepted as proof of foreign exchange.

The border police at your arrival in the Schengen area 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.

7. **Travel/health/accident insurance** with minimum medical coverage of the Rand equivalent of Euro 30.000,00. The policy number and dates of cover must appear on the document. No quotations will be accepted.
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, a letter from

the host with a copy of their passport or ID. Document that has been stamped by the pertinent authorities may be requested.³ In the case of a pre-paid tour, please provide 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 and from the employer in South Africa, stating purpose of visit must be presented. For conferences: proof of registration and payment is required.
10. **Certified parental consent**, by both parents for children under 18 travelling alone or with school group. If the child travels with only one parent, the other parent must produce the notarized/certified consent. If only one parent has guardianship of minor, the court documents stating so must be presented. Certain consular authorities require that both parents sign before a consular official.

The Schengen State's Consular **offices reserves the right to request further documentation** should it be deemed necessary, such as:

- a. **Proof of Employment:** eg 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/registration.
- c. **Bank and credit card statements** for last 3 months.
- d. A **personal interview** with the applicant may be requested at any time.

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 pre-requisites for entry into the territory of the Schengen State. Should the Schengen State's border authority refuse entry, **no claim for 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 **organised groups**, arrangements should **be made well in advance** with the relevant issuing authority.
- **Delays and procedure:** It is the responsibility of the applicant to be **aware of delays and requirements** for the issuance of visas, before making travel arrangements and applying for a visa. **Processing time varies** among the different Embassies and Consular authorities.

FEES AND EXEMPTION POLICY

All types of visa (transit and short stay)	60 Euro
National Long stay visas D:	Contact the issuing authority

The following categories are exempt from visa fee:

- Children under 6 years
- 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** and their children under the age of 21 years, who are **accompanying** the EU/EEA citizen (this does not apply to Norwegian citizens however). **Copies of the EU/EEA passport, full marriage certificate, full birth**

certificates (in the case of children) must be submitted with the application as proof of relationship with EU/EEA spouse/parent.

Visa processing fees are not reimbursable if a visa is rejected.

Please contact the relevant Embassy or Consular authority to confirm cost in Rand

Footnotes

¹ **The Netherlands** require applicants to appear in person; **France, Germany** and **Portugal** require first time applicants to appear in person, **Germany** requires groups to appear in person, **Italy** requires the applications to be left in person or by the travel agent directly dealing with the client

² **Spain** requires that the application form be in English and Spanish

³ **Austria** has further requirements if applicant is staying with friends/family in Austria.

⁴ **Portugal** must be contacted before visa application of minors.

**** Fees and requirements are subject to change without prior notice**