

REQUIREMENTS FOR SHORT STAY SCHENGEN VISA

❖ General requirements for Schengen Visa

- **Applicant should call over in person.** Travel agents or other individuals are not allowed to represent the applicant
- One application form should be perfected with full names & one **recent** passport size coloured photograph. **Initials are not acceptable.**
- Valid passport (and previous passports, if any). Current passport must be valid for at least 6 months beyond the intended stay. A copy of the bio page and amendment page should be annexed to the application form.
- Applicant should be in possession of **confirmed travel itinerary** from an approved travel agent and travel **insurance** valid for the length of stay and for all Schengen states covering medical repatriation, emergency medical and hospital care. A minimum cover of **30,000 EUROS** is mandatory.
- In the case of children travelling on one of the parents' passports, a passport size photograph should be attached to the parents' application form and particulars of name and date of birth entered. Full names of children must be endorsed in passport (**Initials are not acceptable**). Letter from school confirming permitted leave of children should be provided.
- Children below 18 years travelling alone or with guardian should have a letter giving consent to travel from the parents or appointment of guardianship certified by District Court. Letter from school confirming leave of children should be provided.

Applicant should fill **both the application and questionnaire** and provide all documents required as mentioned hereunder, according to the type of visa. **The applicants should provide photocopies of original documents.**

❖ Extra requirements for Business Visa

- Proof of business contact/seminar/workshop (invitation letter) in Schengen State indicating purpose and duration of visit.
- Proof of business registration and form 48 (companies Act No. 17 of 1982) both with English translation (**original + copy**)
- Contract of employment or letter from employer indicating date of appointment, profession, salary particulars
- Documentary proof of your **EPF** contribution
- Letter from company/employer in Sri-Lanka indicating purpose and duration of visit
- Company's bank statements for last three months (original + copies)
- Confirmed hotel reservation sent to the applicant directly by fax.

❖ Extra requirements for Tourist or Transit Visa

- Hotel reservation with proof of part payment/guarantee by credit card sent directly by fax to applicant (**reservation through travel agent is not accepted**) or certificate of accommodation issued by the local Municipal Council to sponsor (**original + copy**)
- Particulars of sponsor: copy of passport/identity card, proof of residential status (if applicable), and proof of employment with salary particulars for the last three (03) months, sponsor's bank statements for the last three (03) months.
- Contract of employment or letter from employer indicating date of appointment, profession, monthly remuneration
- Letter from employer confirming period of approved paid/unpaid leave of absence from place of work
- Documentary proof of **EPF** contribution
- Bank statements for last 3 months as well as letter from bank confirming outstanding balance.

❖ Extra requirements for Airport Transit Visa

- The applicant should be in possession of the required visa for the final destination
- Confirmed airline ticket

❖ **Documents (by fax or mail) should be sent to the applicant directly and not to the Embassy where you are to apply for your visa.**

❖ **E-Mail transmissions are not acceptable as supporting documents.**

❖ **Documents in Sinhalese or Tamil must be presented with an official English translation**

❖ **The visa fee will be charged at the time of submitting your visa application and will not be refunded under any circumstances. Applicant should tender a bank draft with correct amount. Cash is not accepted.**

Each applicant should provide a complete file
IN CERTAIN CASES, ADDITIONAL DOCUMENTS OR OTHER PROOF MAY BE REQUIRED

SHORT STAY (TOURIST OR BUSINESS) VISA FOR SCHENGEN TERRITORY

1. **You have to apply for your Schengen visa at the Embassy of your MAIN destination.** If the main destination cannot be determined, responsibility for issuance of the visa lies with the Schengen state of first entry.
2. **In obtaining a visa when travelling to two Schengen countries, the duration of stay in each country will be taken into consideration. In this case, the Embassy in which country the applicant will be spending the most number of days, will be responsible for the issuance of the visa.**
3. There is no legal right to a visa
4. Sri Lankan/Maldivian citizens travelling to Schengen countries on business or as tourists may receive a uniform visa for a short stay of 1 to 90 days valid for all these countries.
5. The purpose of a proposed visit cannot be altered once the visa has been issued.
6. The Embassies require a **minimum** (!) of five (05) working days to process a visa. In certain cases, it may take longer. It is therefore recommended that you apply at least between a period of three (03) weeks to three (03) months prior to entering the Schengen area. In the case of a planned visit to French Overseas Territories (Guadeloupe, Martinique, Guyana, Reunion, New Caledonia, Polynesia, and Mayotte...), visa processing at the French Embassy will take **at least** fifteen (15) days or more.
7. In Sri Lanka, applicants may obtain a uniform visa at the following foreign missions:

❖ France, Portugal and Spain

Embassy of the Republic of France
Rosmead Place, Colombo 7.
Tel: 011-2698 815
Fax: 011-2677 374
Website: www.ambrance.lk

The Embassy of France is also the only competent authority for any applicant who intends to visit Monaco and Andorra, even if the main destination of his/her travel may be elsewhere, as well as for the following African countries: Burkina Faso, Central Africa, Djibouti, Gabon, Ivory Coast, Mauritania, Senegal, Togo.

❖ Germany and Austria

Embassy of Federal Republic of Germany
40, Alfred House Avenue, Colombo 3
Tel: 011-2580 431
Fax: 011-2580 440
Website: www.germanembassy.lk

For appointments, please call 011-2559 040 on working days from Monday to Friday between 09.00 and 11.00 hrs.

❖ Italy and Greece

Embassy of Italy
55, Jawatta Road, Colombo 5
Tel: 011-2588 388
Fax: 011-2508 418
Website: www.italianembassy.lk

❖ The Netherlands, Belgium and Luxembourg

Royal Netherlands Embassy
25, Torrington Avenue, Colombo 7
Tel. 011-2596 914
Fax 011-2502 855
Website: www.netherlands.lk

For appointments, please call the Visa Call Centre on working days from Monday to Friday between 11.00 and 15.00 hrs on telephone 011-2596914.

Persons travelling to Belgium can submit their applications at the Netherlands Embassy; should the Visa Officer not be in a position to take a decision on your application, the application and visa fee will be returned to the applicant who will then have to apply at the Belgian Embassy in New Delhi, India.

❖ Norway, Denmark and Iceland

Royal Norwegian Embassy
34, Ward Place, Colombo 7
Tel: 011-2469 611/4; 2469 609
Fax: 011-2695 009
Website: www.colombo.mfa.no

❖ Sweden and Finland

Embassy of Sweden
49, Bullers Lane, Colombo 7
Tel: 011-4795 400
Fax: 011-4795 450