



Last Update: 09/09/2010

REQUIREMENTS FOR SHORT STAY SCHENGEN VISA

**Applicant should fill the application and provide all documents required as mentioned hereunder.
Only complete applications can be accepted.**

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 PER APPLICANT should be perfected with full names. Initials are not acceptable.
- Two recent passport size coloured photographs (full face on white background).
- Valid passport (and previous passports, if any). The validity shall extend at least 3 months after the intended day of departure. It should at least contain two blank pages and shall have been issued within the previous 10 years. Surname and names should be entirely spelled. Initials and titles (“Rev”, “Thero”...) are not acceptable. A copy of the bio page and amendment page should be annexed to the application form.
- Travel health insurance valid for the duration of the stay and for all Schengen states covering medical repatriation, emergency medical and hospital care. A minimum cover of 30.000 EUR is mandatory. In order to enable the respective Embassy to issue the visa, the insurance shall cover an extra grace period of 15 days after the intended return date.
- Applicant should be in possession of a confirmed travel itinerary from an approved travel agent.
- The standard processing fee of 60 EUR charged in LKR (determined in application of the euro foreign exchange reference rate by the European Central Bank) is charged at the time of submitting the application. Applicant should tender correct amount. Children from six to 12 pay 35 EUR. The visa fee is waived to
 - children below 6,
 - school pupils, students, postgraduate students and accompanying teachers on study tours or educational training
 - researchers carrying out scientific research
 - representatives of non-profit organisations aged 25 or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations
- Children
 - must fill in separate application form.
 - can be registered in their parent’s passport only if they are under 15 and full names (no initials) of children are included in the parent’s passport.
 - consent of parental authority or legal guardian with birth certificate and copies of parents’ passports or District Court appointment decree.

Extra Requirements for Tourist/Visitor Visa

- Duly completed questionnaire
- If inviting party is financing your stay in Schengen : Original certificate of sponsorship and accommodation stamped by the local Schengen authorities (AT: “Elektronische Verpflichtungserklärung: DEL-No.”, CH: “Verpflichtungserklärung/Déclaration de prise en charge/Dichiarazione di garanzia”¹, DE: “Verpflichtungserklärung”; EE: “Viisakutse Füüsilisest Isikust Kutsujale”, ES: “Carta de invitación”, FR: “Attestation d’accueil”; HU: “Meghívólevél”; IT: “Fidejussione Bancaria”, LV: “Ielūgums vīsas pieprasīšanai”, NL:

¹ In case of a Swiss invitation please obtain sponsor letter only after being prompted by the Embassy.

“garantverklaring”; NO: “Garantiskjema for besøk / Guarantee Form for Visits”, PT: “Termo de responsabilidade” SE: “Appendix E” and extract of the Swedish Population Register (Personbevis) from sponsor) with copy of sponsor’s passport/ID card or residence permit, proof of employment with salary slips for the last three (03) months, and last 3 months bank statements ².

OR

• If inviting party is not financing your stay: letter of invitation (French Embassy requires “Attestation d’accueil”/“Termo de responsabilidade” and Italian Embassy IT: “Fidejussione Bancaria from sponsor in every case)

OR

• If no inviting party: hotel booking (if the visa is approved, you might be asked to submit a hotel voucher)

AND:

• **Proof of Employment:**

- Employees: letter of employer stating date of commencement of employment and confirming period of approved paid/unpaid leave, salary slips for the last 3 months and documentary proof of **EPF** contribution.

- Self-employed: business registration, company’s bank statements for the last three months

- Students: letter of school/university confirming permitted leave.

• Personal / family bank statements for last 3 months and/or up-to-date savings books together with a balance confirmation letter from the bank; proof of real estate property

• Information enabling an assessment of the applicant’s intention to leave the Schengen territory before the expiry of the visa, such as proof of family ties in Sri Lanka (birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc.), Gramasevaka letter certified by the divisional secretary; professional status

• Proof of family ties with the host/inviting party (birth / marriage certificates or family book).

Extra Requirements for Business Visa

• Original invitation from a firm or an authority in the Schengen state to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.

• Entry tickets for fairs and congresses, if appropriate

• Hotel booking

• Proof of business registration and form 48 (Companies Act) from company/employer in Sri Lanka

• Letter from company/employer indicating date of appointment, profession, salary particulars, contract of employment **and** payslips for the last 3 months **as well as** 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

• Last 3 months personal bank statements (current account or savings book)

• Information enabling an assessment of the applicant’s intention to leave the Schengen territory

Extra Requirements for Visa for study/training, political, scientific, cultural, sports or religious events or other reasons

• Invitation, entry tickets, enrolments or programmes stating the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey

• Proof of accommodation

• Proof of sufficient means of subsistence for the stay and return

² In case of a German, Austrian or Hungarian invitation letter sponsor’s details are not required.



- Information enabling an assessment of the applicant's intention to leave the Schengen territory

IMPORTANT INFORMATION:

- ❖ **All documents should be provided and attached to the visa application in A4 size copy, unless they are especially dedicated to the visa application. Documents provided and attached in the file (originals or copies) shall not be returned.**
- ❖ **Please have your original documents at hand at the interview for consultation only.**
- ❖ **Documents in Sinhalese, Tamil, or Dhivehi must be presented with an official English translation.**
- ❖ **E-Mail transmissions are not acceptable as supporting documents.**
- ❖ **Please do not mail, fax or email any documents to the Embassy, unless you have been explicitly asked to do so. All documents should be submitted with the application.**
- ❖ **In addition to the above mentioned documents the Embassy may request you to furnish further documents.**
- ❖ **Please refer to the website of the respective Embassy for further information.**