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## **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 All 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.
- Applicant should be in possession of confirmed travel itinerary from an approved travel agent.
- Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR.
- 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
  - diplomatic and official passport holders
- Information enabling an assessment of your intention to leave the Schengen territory
  - proof of financial means (personal/family bank statements (current account, savings books) with balance confirmation letter from the bank)
  - employment (employees: contract of employment, payslips for the last 3 months, documentary proof of your EPF contribution, confirmation of approved paid/unpaid leave; self-employed: business registration, company’s bank statements for the last three months; students: letter of school/university confirming permitted leave)
  - real estate property
  - integration: family ties (birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc.), professional status, residence (Gramasevaka letter certified by the divisional secretary)
- Children
  - must fill in separate application form.
  - can travel in their parent’s passport only if they are under 15 and full names (no initials) of children are endorsed 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.
- Documents indicating the purpose of the journey:

### **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”<sup>1</sup>, **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**: “garantverklaring”; **NO**: “Garantiskjema for besøk / Guarantee Form for Visits”, **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 <sup>2</sup>.

**OR**

If inviting party is not financing your stay: letter of invitation (French Embassy requires “Attestation d’accueil”, Italian Embassy **IT**: “Fidejussione Bancaria” and Swedish Embassy “Appendix E + “Personbevis” 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)/confirmation of the booking of an organised trip

- Proof of family ties with the host/inviting party (birth / marriage certificates or family book), if applicable

## **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
- Other documents which show the existence of trade relations or relations for work purposes
- Entry tickets for fairs and congresses, if appropriate
- Letter from company/employer in Sri-Lanka indicating purpose and duration of visit as well as who meets the costs
- Documents proving the business activities of the company/employer in Sri Lanka (business registration, form 48 (Companies Act), company’s bank statements for last three months)
- Proof of accommodation or sufficient means to cover accommodation

## **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 or sufficient means to cover accommodation

## **Extra Requirements for Visa for the purpose of medical treatment**

- Medical report of the Embassy doctor confirming necessity for medical care and that treatment is not available in Sri Lanka/Maldives
- Confirmation of the medical institution or hospital in the Schengen State that at place for treatment is available, of appointment, expected duration of necessary stay and estimated costs
- Proof of sufficient financial means for treatment, stay and return or proof of advance payment or sponsor letter

### **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 or Tamil 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.

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

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