



SCHENGEN STUDY TRIP VISA

Your visa application must be submitted in your country of residence. If you are a UK resident, it must be submitted to the Visa Application Centre [VFSGlobal](#). Document dates are calculated in relation to the application date

Please submit all documents according to the requirement and follow the order of the arrangement.	
DO NOT STAPLE THE DOCUMENT TOGETHER	
Visa application	<ul style="list-style-type: none"> <input type="checkbox"/> One Application form (duly completed and signed by the applicant) <input type="checkbox"/> One photograph (passport-size) (Not more than 6 months old, undamaged, background must be light and plain) <input type="checkbox"/> Passport + Passport Copy (including signature page) <ul style="list-style-type: none"> - Issued within the past 10 years - Valid for more than 3 months beyond the validity of the requested visa - Two blank visa pages (the pages do not need to be consecutive) <input type="checkbox"/> UK residence permit (original) and copy of UK residence permit <ul style="list-style-type: none"> - Valid for more than one month from the day you exit the Schengen area - Share code from the Home Office stating your <i>status in the UK</i> must be provided and is mandatory <input type="checkbox"/> Visa fee: Card payments only (American Express not accepted)
Travel insurance from a UK or Schengen based company <i>if travel insurance is covered by the school and the applicant's name is on the confirmation, it is sufficient</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirmation or coversheet including: <ul style="list-style-type: none"> - First name, surname and date of birth of applicant - Coverage for all Schengen member states and total duration of intended stay (including all Schengen countries!) - Minimum coverage of €30,000 for emergency medical expenses and repatriation costs - Letterhead with the address and contact details of the insurance company - If covered by your bank please provide a recent letter not more than one month old confirming all above-mentioned insurance details
Travel arrangements <i>if flight and accommodation are mentioned on the school confirmation or confirmed by the school on a separate letter, this is sufficient to accept the application</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Hotel booking with applicant's name and booking confirmation Number <ul style="list-style-type: none"> - Confirmed - Package tour confirmation with applicant's name as guest by travel agent including receipt confirming payment <input type="checkbox"/> Transport documentation with applicant's name and booking confirmation number <ul style="list-style-type: none"> - by plane: confirmed booking - by train: rail ticket - by car: ferry ticket, copy of driver's driving license and vehicle insurance <input type="checkbox"/> Confirmed reservation of return ticket to the UK or onward travel such as confirmed overseas ticket <ul style="list-style-type: none"> - If travelling between Schengen countries, all means of transport and accommodation must be provided during your stay in the Schengen area

IMPORTANT: It is the applicant's responsibility to ensure that the application is complete when submitted at VFSGlobal. Failure to present all necessary documents can result in a delay or refusal of the visa application. Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documentation.

Processing time is approx. 5 working days from the date of receipt of the visa application. According to Article 22 of the Visa Code of the European Commission, certain third-country nationals are subject to the Schengen consultation. This process usually takes up to 14 working days. List of countries [here](#).

Appointment: Visa applications can be submitted to VFSGlobal at the earliest 6 months and at the latest 15 days before the date of travel, depending on the availability of appointment slots.

Application: Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued



Proof of status in the UK	<ul style="list-style-type: none"> <input type="checkbox"/> Employed: Letter of employment (dated, not more than one week old) including: <ul style="list-style-type: none"> - Company letterhead - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Position, starting date of employment - Position of signatory - Pay slips for the past 3 months <input type="checkbox"/> Self-employed: Letter from accountant, banker or solicitor (dated, not more than one week old) including: <ul style="list-style-type: none"> - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Nature of self-employment or business ownership in the UK - Bank account statement for the past 3 months - Position of signatory - Self-assessment form edited by HM Revenue & Customs <input type="checkbox"/> Domestic employees (dated, not more than one week old) <ul style="list-style-type: none"> - Original letter of employment - Copy of the employer's passport - Copy of work contract <input type="checkbox"/> Students: Confirmation of enrolment from institution in the UK (dated, not more than one week old) including: <ul style="list-style-type: none"> - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and term address of applicant - Name of the degree/course of studies - Start date and expected end date of the course <input type="checkbox"/> In receipt of benefits or pension scheme: <ul style="list-style-type: none"> - Official letter, dated, not more than one month old
Proof of sufficient funds	<ul style="list-style-type: none"> <input type="checkbox"/> UK bank account statements dated with name, account number and indicating last balance <ul style="list-style-type: none"> - Not more than one week old, covering at least the past 3 months - Online statements are accepted, provided that the name of the account holder and account details are shown <input type="checkbox"/> If the applicant is financially supported by a third party <ul style="list-style-type: none"> - Sponsor's bank account statements - Employment letter of sponsor - A statement of willingness to support the applicant (including travel dates) - Copy of passport of sponsor - Proof of relationship (e.g. marriage certificate or birth certificate)
MINORS	<ul style="list-style-type: none"> <input type="checkbox"/> Visa application form for minors must be duly signed by <u>both of the applicant's parents</u>. If one of the parents is abroad, a dated and signed letter of consent with a copy of the passport must be submitted: <input type="checkbox"/> Birth certificate <input type="checkbox"/> British school certificate (recent) <input type="checkbox"/> For minors travelling alone or with only one parent (exceptions are made if one parent has sole custody or a residence order for the child): <ul style="list-style-type: none"> - Original or certified copy of passports of both parents - Proof of consent of parental authority, or legal guardian from both parents <input type="checkbox"/> In case of sole custody: <ul style="list-style-type: none"> - Birth certificate mentioning one parent - Death certificate of absent parent or court ruling All Certificates or consent letters issued in a foreign language must be translated into an official language of Switzerland: German, French, Italian (or English)

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