



PASSPORT AND VISA SERVICES

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REQUIREMENT:

1. **Duly completed** (in capitals) and **signed “Common Schengen Application Form”**, (available free of charges from our consular websites, or consular offices.).
2. **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 and **not older than 10 years**. Please ensure that the passport has **2 blank pages** to affix visa. **Temporary R.S.A. passports are recognized by Hungary only** if proper justification is supplied (maximum two months after date of issue), and must be accompanied by a certified copy of Identity Document
3. Two recent passport sized **photographs (3,5 x 4.5 cm)** in color. **(Do not staple!)**
4. **If not a South African citizen, a residence permit valid** for a period of **at least 3 months after** the applicant’s **last day** of stay in the Schengen states
5. The **visa** of the final country of destination (if needed) must be obtained before applying for a Schengen visa.
6. Proof of payment of the visa fee

Documents 7-12 to be submitted in original + extra copy

7. Round trip **reservation** or **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 verify).
8. **Proof of sufficient funds for duration of stay**, (Bank statement of the past three months) (*min. amount required is different in each country – please verify with the relevant consular authority*)

- 9. Travel/health/accident insurance:** a one-page document stating that the applicant is covered by a Schengen Travel Medical Insurance, i.e. minimum medical coverage of the Rand equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country.
- 10. 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, the relevant authorities may request invitation letter from the host with copy of his passport or ID. Authentication of this document by the relevant authorities may be requested. In case of a pre-paid tour please provide us details of the tour with a proof of payment to the tour operator.
- 11. For business:** an official business letter from a company in a Schengen state as well as from the employer stating purpose of visit must be presented. For conferences: proof of registration and payment.
- 12. Children under 18: unabridged birth certificate. If the child is traveling alone: certified parental consent** by both parents. If the child travels with only one parent, the other parent must produce the notarized/certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented. Certain consular authorities require that both parents sign in the presence of a consular official.

The Schengen State's Consular offices **reserve the right** to request **further documentation** should they deem it necessary, **such as:**

- a) Proof of employment:** (e.g. letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc)
- b) If applicant is a student:** letter from school/college/university confirming attendance.
- c) A personal interview** with the applicant may be requested at any time