Schengen Visa – Frequently Asked Questions

Q: What is a Schengen visa?
A: With a Schengen visa, a visitor can enter one country and travel freely throughout the Schengen zone. Within the Schengen area, there are no or few stop-and-checks for internal air, road and train travel which are handled as domestic trips.

Q: Which countries require a Schengen visa?
A: The following 25 countries are currently active Schengen visa members:

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<th>Country</th>
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<tr>
<td>Austria</td>
<td>Belgium</td>
<td>Czech Republic</td>
<td>Denmark</td>
<td>Estonia</td>
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<td>Finland</td>
<td>France</td>
<td>Germany</td>
<td>Greece</td>
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<td>Iceland</td>
<td>Italy</td>
<td>Latvia</td>
<td>Lithuania</td>
<td>Luxemburg</td>
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<td>Malta</td>
<td>Netherlands</td>
<td>Norway</td>
<td>Poland</td>
<td>Portugal</td>
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<td>Slovakia</td>
<td>Slovenia</td>
<td>Spain</td>
<td>Sweden</td>
<td>Switzerland</td>
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Important!

Before making arrangements to travel or applying for a Schengen Visa, please remember to submit an 'authorised absence request' on e-vision.

When travelling, keep your belongings safe at all times. Keep all important documents (Passport, BRP card, travel documents, money etc. on your person securely in a travel pouch or travel bag). Do not leave your bags unattended!

Q: Where do I apply?
A: It depends on the place(s) you plan to visit:

➢ If you want to visit only one Schengen country, you must apply for a visa at the Embassy or Consulate of that particular country.
➢ If you intend to visit several Schengen countries with a main destination (you will be spending the most nights on your trip to the Schengen space), you must apply at the Embassy or Consulate of this particular country.
➢ If you plan to visit several Schengen countries without a main destination, you should apply at the Embassy or Consulate of the country which is your first entry point.

Q: How much does it cost?
A: You can visit this webpage for costs: [http://uod.ac.uk/int-0050](http://uod.ac.uk/int-0050)

Q: Do I need travel insurance?
A: It is essential that you organise travel insurance, otherwise in the event of an emergency or injury that required you to return home, you may need to cover all costs.

Q: I have some more questions, where can I find information?
A: More detailed guidance and FAQs are available at [http://uod.ac.uk/int-0052](http://uod.ac.uk/int-0052) and UKCISA website at [http://uod.ac.uk/int-0056](http://uod.ac.uk/int-0056)

Q: What evidence do I need from the University to prove that I am a student?
A: When your absence request has been approved by your school, you should request a student status letter (proof of enrolment) adding a request for a ‘no objection statement’. This can be requested on the registry website by completing the online form at: [http://uod.ac.uk/int-0051](http://uod.ac.uk/int-0051)

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Q: What other supporting documents do I need?
A: Please see overleaf for a list of required supporting documents. Every Schengen member shares similar requirements in issuing a visa. However, additional documents may be requested depending on the Embassy/Consulate. It is your responsibility to check with the relevant Embassy/Consulate and follow their guidance to ensure you have all the relevant documents. [http://uod.ac.uk/int-0052](http://uod.ac.uk/int-0052)

**CHECKLISTS:**

**Documents to prepare for applying a Schengen Visa**

<table>
<thead>
<tr>
<th>- Valid passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages</th>
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<tbody>
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<td>- Application form &amp; declarations duly signed</td>
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<tr>
<td>- 1 copy of your passport’s data page (A4 size copy)</td>
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<tr>
<td>- Travel health insurance</td>
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<tr>
<td>- Personal covering letter with entire travel plan (itinerary)</td>
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**For children:**
- Birth certificate
- If travelling unaccompanied by parent(s), consent letter signed by both parents & applicant
- Application form signed by both parents

- Leave letter of your company (if employed)
- Student status letter and No Objection certificate from the university (if student).

- Flight reservation, rail tickets, others
- Proof of accommodation for your entire stay in the Schengen area

**Relevant proof of financial status:**
- Personal bank statement of the past three months with sufficient funds
- Pay slips of the past three months / employment contract (if employed)

**Relevant Proof of civil status:** (if applicable)
- Marriage certificate
- Birth certificate of children
- Death certificate of spouse

- 2 passport photographs according to biometric specifications, a recent whole-face capture with a light background

*Please note: the International Advice Service do not check Schengen visa applications*