



Checklist of the documents required


✓ Please tick to confirm you have provided the following:

- SCHENGEN VISA APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in BLOCK CAPITALS with a BLACK PEN. All application forms MUST be printed single-sided. Application forms printed double-sided WILL NOT be accepted.
- COPY OF PASSPORT**– Please include a copy of the photograph page of your passport. Your passport must be valid for at least 3 months upon return to the UK.
- COPY OF PREVIOUS SCHENGEN VISA** – If you have previously held a visa for Schengen, please include a copy of each page in your passport with a Schengen visa.
- PHOTOGRAPH x1** – The photograph must be passport size, 35x45mm, taken within the last 6 months, against a light background, printed on photographic paper, be full face and non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].
- TRAVEL ITINERARY**– A copy of your hotel and flight booking confirmations or cruise itinerary. All itineraries MUST include ALL travellers' names; hotel names and addresses for your entire stay in China with check in and check out dates and ALL flight confirmations.
- PROOF OF WORK/READING**– It is best to use a signature specific version of the certificate when reading, with words such as "consult general of XXX" attached at the beginning. The issuance date should be within one week before the signature is submitted
- BANK STATEMENT**- A 3-month bank statement with bank seal. The issuance date shall be within one week before the submission of the signature; If the transaction history is less than 3 months, use the existing transaction history and account opening certificate



Failure to provide us with these documents will result in delays with your application.



	<h2>Application for Schengen Visa</h2> <p>This application form is free</p>	PHOTO
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1. Surname (Family name):				FOR OFFICIAL USE ONLY	
2. Surname at birth (Former family name(s)) :				Date of application:	
3. First name(s) (Given name(s)):				Visa application number:	
4. Date of birth (day-month-year):	5. Place of birth:	7. Current nationality:		Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border (Name)	
	6. Country of birth:	Nationality at birth, if different:			
		Other nationalities:			
8. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)		<input type="checkbox"/> Other	
10. In the case of minors: parental authority/legal guardian (surname, first name, address, if different from applicant's, telephone number, e-mail address and nationality):				File handled by:	
11. National identity number, where applicable:				Supporting documents:	
12. Type of travel document: <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)				<input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> TMI <input type="checkbox"/> Other:	
13. Number of travel document:	14. Date of issue:	15. Valid until:	16. Issued by (country):	Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Issued:	
17. Personal data of the family member who is an EU, EEA or CH citizen:				<input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV	
Surname (Family name):		First name(s) (Given name(s)):		<input type="checkbox"/> Valid: From Until	
Date of birth (day-month-year):	Nationality:	Number of travel documents or ID card:		Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple	
18. Family relationship with an EU, EEA or CH citizen: <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant <input type="checkbox"/> registered partnership <input type="checkbox"/> other				Number of days:	



19. Applicant's home address and e-mail address:	Telephone number(s):
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20. Residence in a country other than the country of current nationality:

No

Yes. Residence permit or equivalent Number Valid until

* 21. Current occupation:

* 22. Employer and employer's address and telephone number. For students, name and address of educational establishment:

23. Main purpose(s) of the journey:

Tourism Business Visiting family or friends Cultural Sports Official visit

Medical reasons Study Airport transit Other (please specify)

24. Additional information on purpose of stay:

25. Member State(s) of main destination (and other Member States of destination, if applicable):	26. Member State of first entry:
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27. Number of entries requested:

Single entry Two entries Multiple entries

Intended date of arrival of the first intended stay in the Schengen area:

Intended date of departure from the Schengen area after the first intended stay:

28. Fingerprints collected previously for the purpose of applying for a Schengen visa: No Yes.

Date, if known Visa sticker number, if known

29. Entry permit for the final country of destination, where applicable:

Issued by Valid from until

* 30. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s)

Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s):	Telephone number:
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* 31. Name and address of inviting company/organisation:

Surname, first name, address and e-mail address of contact person in company/organisation:	Telephone number of company/organisation:
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* 32. Cost of travelling and living during the applicant's stay is covered:

Application Form

 by the applicant himself/herself.

Means of support:

- Cash
- Traveller's cheques
- Credit card
- Pre-paid accommodation
- Pre-paid transport
- Other (please specify)

 by a sponsor (host, company, organisation), please specify:

- referred to in field 30 or 31
- other (please specify).....

Means of support:

- Cash
- Accommodation provided
- All expenses covered during the stay
- Pre-paid transport
- Other (please specify)

I am aware that the visa fee is not refunded if the visa is refused.

Applicable in case a multiple-entry visa is applied for (cf. field no 27):

I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. In Spain, the authority responsible for processing the data is the consular post at which the visa was applied for.

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State [in the Spanish case, the Agencia Española de Protección de Datos; calle Jorge Juan, número 6 (C.P.28001) –<https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen>, will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EC) No 399/2016 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date

Signature (for minors, signature of parental authority/legal guardian):

*Family members of EU, EEA or CH citizens shall not fill in fields number 21, 22, 30, 31 and 32 (marked with *).

* Fields 1-3 shall be filled in in accordance with the data in the travel document.