GENERAL SCHENGEN VISA REQUIREMENTS

**1) Who needs a visa and to which country can one travel?**

Pakistani National and certain foreigners resident in Pakistan require a visa to enter the Schengen territory, i.e. Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain and Sweden and Switzerland.

This visa grants in general free mobility within the Schengen Territory for visitor’s/ business/tourist stays of maximum of 90 days per 180 days of the year.

**2) Where do you apply?**

You cannot choose at which Mission of a Schengen country to apply. You must apply at the mission of the country where your longest stay will be or if is difficult to determine(e.g. cruises, bus tours) you must apply at the mission of your first point of entry into the Schengen area.Sufficient proof has to be submitted about the stay in the Schengen Territory.

**3) Categories of visas (depending on length and purpose of stay):**

Airport transit visas: required by the nationals of certain countries.

Short stay visa (“Schengen”) visa (1-90 days, one or multiple entry)

Long stay visa: Visas for visits exceeding 90 days are national visas, and are issued by member states in accordance with national legislation.

Transit visa (1-5 days, single or double entry): is issued for travel from a non-Schengen state to another non-Schengen state or across the area through a Schengen state territory.

**4) Documentation to be submitted:**

Clearly and completely filled in and signed Common Schengen Application Form, (available from consular websites, or consular offices.) in two sets (one original, one copy)(Form No. 119031)

Family details –Appendix to your application an original Family Registration Certificate issued by NADRA, attested by the Ministry of Foreign Affairs of the Islamic Republic of Pakistan.

Machine Readable Passport, which must be valid for a period of at least 3 months beyond the applicant’s last day of stay in the Schengen states. Please ensure that the passport has 2 blank pages to affix visa.

Three recent passport sized photographs in color. Photographs should be taken within the last 6 months, no side pose, no hat, no veil, no Photoshop

Property document when applicable, with 2 copies. English translation if available.

Family registration records from NADRA

Electronic Pakistani ID-Card

2 copies of Nikah Nama if you are married as well as English translation thereof.

Proof of employment which mentions how long the applicant has been employed by his/hers employer. English translation must be provided.

Granted leave of absence from his/hers work for the relevant number of days. English translation must be provided

If the applicant runs his own business, he/she must present proof of registration of the business with the relevant authorities and English translation of these documents.Tax papers for the previous 2 years Payment tax/registration of company must also be provided.

Proof of employment: (e.g. letter from company stating continuing employment after period of leave and duration of vacation etc), plus recent payslips

If applicant is a student: letter from school/college/university confirming admission or attendance.

**Copies of all previous visas.**

All previous passports of the applicant should be submitted, along with the current, valid one.

A personal interview with the applicant maybe requested. The visa of the final country of destination (if applicable) must be obtained before applying for a Schengen visa.

Round trip air - ticket and 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 check).

Proof of sufficient funds for duration of stay, e.g.: (min. amount required is different in each country – please check with the appropriate consular authority)

Bank and credit statements for last 6 months in addition to previous year.

Salary slips-3 months prior

Tax receipt of foreign exchange purchased bearing applicant’s name.

Traveler’s cheques.For credit cards, recent credit card statement.Cash will not be accepted as proof of foreign exchange.

Travel/health/accident insurance : A minimum medical coverage of Rupees equivalent Euro 30.000,00. Applicants must present insurance policy that states policy number, name of insured person, validity and schedule benefits. The insurance must cover medical attention, emergency hospital treatment and repatriation for medical reasons on the spot.

Accommodation: confirmed hotel booking is requested (hotel reservation are not necessarily proof of confirmation. For some countries birth certificate is requested.

If the applicant is staying with a sponsor, an invitation letter from the host is required. The signature of the host, on the invitation, has to be attested by a competent Greek authority (e.g. KEP or Police authority).

For business: an official business invitation letter from the company of your main travel destination in a Schengen state as well as from the Pakistani employer stating the purpose of the visit must be presented. Recommendation letter from the Chamber of Commerce. Recent correspondence between you and your Schengen business partner. Tax papers for the previous 2 years. Proof of registration of the business with the relevant authorities.

For conferences should be submitted: proof of registration and payment. Invitation from the business partner in Schengen Country should be also sent directly to the Embassy.

Bank statement covering the last six months. In addition applicants are required to submit bank statement for the previous year. The applicants should present their personal bank statement as well as the company’s bank statement.

Certified parental consent, by both parents for children under 18 traveling alone.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 court judgements (NADRA) confirming this 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 if deemed necessary

**5) Procedural Advices and Legal Notice:**

There is no guarantee that a visa will be issued and no rights can be derived from the information obtained in the general Schengen visa information. Visa applications will be rejected if application forms are not fully completed and signed and are not accompanied by the above required documents.

**Procedure:**

It is the responsibility of the applicant to take note of the visa application requirements and to apply in time well before making travel arrangements.

IMPORTANT NOTICE: All appointments for visas should be arranged by e-mail, only. For this purpose, no other means of communication (by phone, etc) is accepted.

In the e-mail, it has to be clearly mentioned how many visa applications will be submitted at the appointment asked (e.g. for a four-member family, it has to be mentioned that an appointment for four persons has to be arranged). Failure to mention the exact number of applicants per appointment, gives the right to the Embassy to refuse to accept applications beyond its capacity, during a specific working day.

**Entry into the Schengen territory:**

The possession of a visa is only one of the conditions for entry into the territory of the Schengen state. Should the Schengen State’s border authority refuse entry, no claim for reimbursement of the visa fee or airline ticket can be submitted. The border police at your Schengen destination may request the presentation of sufficient funds, a letter of invitation,

hotel reservation and proof of medical insurance. Failure to present said funds/documents may result in entry being refused.

For organized groups arrangements should be made well in advance with the relevant issuing authority.

**Fees and requirements :**

All types of C visa (transit and short stay) - 60 Euro

National Long stay visas: 180 Euro

Visa fees will be waivered for: Children under age 6 School pupils, students, post graduate students and accompanying teachers who undertake trips for study purposes or educational training. Researchers from third countries traveling within the Community for the purpose of carrying out scientific research. Spouses of EU/EEA citizens (EEA: Norway, Iceland, Lichtenstein) and their children, under the age of 21. Copies of spouses’ EU/EEA and Switzerland passport, Marriage/ Birth certificates etc.must be submitted with the application as proof of relationship with EU/EEA spouse/parent.

All fees are payable only in cash, in euros (no other currency is accepted).

Visa processing fees are not reimbursable if a visa is rejected.

Some Schengen/EU Countries requires if a Pakistani is married to a Schengen national, proof that the wedding is valid in the national law.