



## Information on how to fill in your Schengen visa application form:

Field on the application form:	Description:
1. Surname (Family Name)	Your surname as stated in your passport.
2. Surname at birth (Former family name(s))	Any previous surnames.
3. First name(s) (Given name(s))	Your first name(s) as stated in your passport.
4. Date of birth (day-month-year)	Your date of birth as stated in your passport.
5. Place of birth	The city in which you were born.
6. Country of birth	The country in which you were born.
7. Current nationality Nationality at birth, if different:	Your current nationality as per the passport you are applying with. Please also state if you hold another nationality or had a different nationality at time of birth.
8. Sex	Your gender. Tick off male or female
9. Marital status	Your current civilian status. If you use 'other' kindly remember to explain.
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian	This section MUST be filled in when the application is made on behalf of a minor. The section must correspond with the signature in field 37.
11. National identity number, where applicable:	Your national ID number corresponding to your nationality or place of permanent residence.
12. Type of travel document	If you use 'other' kindly remember to explain.
13. Number of travel document	The passport number of the passport you are applying with, usually 6-10 digits.
14. Date of issue	The date your passport was issued.
15. Valid until	The expiry date of your passport.
16. Issued by	The country/authority which issued your passport.
17. Applicant's home address and e-mail address	The current residing address of the applicant and the preferred e-mail address for communication with the Embassy.
Telephone number(s)	Telephone numbers where the Embassy is able to get hold of you – preferably mobile number.
18. Residence in a country other than the country of current nationality	If you tick 'yes', kindly provide us with the details of your current residence permit.
19. Current occupation*	If self-employed, student, or un-employed you must also state this. <i>*This field does not apply to family members of EU, EEA and CH citizens, IF they prove the relationship.</i>
20. Employer and employer's address and telephone number. For students, name and address of educational establishment*	You must supply both address of employment and contact details for employer. <i>*This field does not apply to family members of EU, EEA and CH citizens, IF they prove the relationship.</i>
21. Main purpose(s) of the journey:	Your reason for travelling. If your trip has more than one purpose, please state this as well as which one is the main purpose. If you use 'other' kindly remember to explain.

22. Member State(s) of destination	The Schengen country/countries in which you will be spending the majority of your stay
23. Member State of first entry	The Schengen state which you will first enter
24. Number of entries requested	Single entry: You are only entering the Schengen area once. Two entries: You enter the Schengen area, depart from the area and re-enter the Schengen area. Multiple entries: You enter and depart from the Schengen area several times.
25. Duration of the intended stay or transit Indicate number of days	The total amount of days which you will be spending in the Schengen area. If visiting more than one country, remember to include days from the other countries too.
26. Schengen visas issued during the past three years	If you have had one or more Schengen visas in the past 3 year (36 months) kindly enter the information of the previous visas. If you cannot remember, tick 'no'.
27. Fingerprints collected previously for the purpose of applying for a Schengen visa	In South Africa, fingerprints on Schengen visas were only implemented in June 2013. Fingerprints given to a non-Schengen country do not count.
28. Entry permit for the final country of destination, where applicable	If you are also visiting a non-Schengen country and need a visa for this country – such visa must be obtained <i>before</i> the Schengen visa.
29. Intended date of arrival in the Schengen area	The <u>first day</u> which you will be spending in the Schengen area.
30. Intended date of departure from the Schengen area	The <u>last day</u> which you will be spending in the Schengen area.
31. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of the hotel(s) or temporary accommodation(s) in the Member State(s)*	This field must always be filled in unless; <i>*This field does not apply to family members of EU, EEA and CH citizens, IF they prove the relationship.</i>
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation	As above
Telephone and telefax	As above
32. Name and address of inviting company/organisation*	This field must always be filled in unless; <i>*This field does not apply to family members of EU, EEA and CH citizens, IF they prove the relationship.</i>
Telephone and telefax of inviting company/organisation	As above
Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation	As above
33. Cost of travelling and living during the applicant's stay is covered*	Please tick off in the following boxes. If you use 'other' kindly specify. <i>*This field does not apply to family members of EU, EEA and CH citizens, IF they prove the relationship.</i>
34. Personal data of the family member who is an EU, EEA or CH citizen	This field applies to <u>ALL</u> applicants who apply as a family member of an EU, EEA or CH citizen. Please fill in surname, first name(s), date of birth, nationality and the number of the travel document or ID number of the citizen in question.

35. Family relationship with an EU, EEA or CH citizen	Please tick of the correct box.
36. Place and date	Must <b>ALWAYS</b> be filled in for the application form to be valid.
37. Signature (for minors, signature of parental authority/legal guardian)	Must <b>ALWAYS</b> be filled in for the application form to be valid. For minors, the form must be signed by the person whose details are in field 10.

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. 24): 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	If you apply for a multiple entry visa, this field must be signed. <i>*not applicable for those applicants who are exempt from the requirements of insurance.</i> <i>*Please see below information on multiple entry visas.</i>
Place and Date	Fill in place and date.
Signature	Sign this box to indicate that you have read the above information. Must <b>ALWAYS</b> be signed.

### **Applying for a multiple entry, longer term visa:**

It is possible to apply for a longer term multiple entry visa, if you have previously been issued with one or more Schengen visas. Such longer term visa can be issued for the duration of 6 months, 1 year, 2 years, 3 years or 5 years.

In such instance kindly request the longer term visa, either on the application form itself (fields 24 and 25) or on a separate letter and remember to sign the corresponding box on page 3 of the application form.

Please note, the following regulations always apply as per the Visa Code Handbook:

- When a multiple entry visa is issued with a period of validity between 6 months and 5 years, the duration of authorised stay is always 90days per 180 days-period. This also applies in cases where the visa is issued for the purpose of transit.
- If a multiple-entry visa is applied for, the travel document must be valid three months after the last intended date of departure.
- A holder of a multiple-entry visa may apply for a new visa before the expiry of the validity of the visa currently held. However, the validity of the new visa must complement the current visa, i.e. a person cannot hold two uniform visas valid for the same period in time.

*Kindly note; the granting of multiple entry visas is done on the sole discretion of the Embassy.*

*Last updated: 15<sup>th</sup> August 2014*