



DOS AND DON'TS

FOR APPLICANTS

Dos

What should you do when applying for a Schengen visa

- You should apply to the correct country**
You must apply to the Official External Service Provider or to the Embassy or Consulate of the Schengen country you plan to visit. If you plan to visit more than one Schengen country, you have to apply to the Embassy or Consulate or the external service provider of the country that is your main destination with longest intended stay. Make sure that you really apply to the external service provider of the Schengen country you plan to visit. They are referenced on the Embassy or Consulate's website.
- Ensure that all the documents you provide are correct**
You have to make sure that all the details in your documents are consistent, and correspond to your real plans in the Schengen Area.
- You should submit all required documents in a single application**
You have to complete all necessary forms and provide accurate documentation. Consult the checklist on website of the Embassy or Consulate.
- You should provide proof of genuine travel arrangements**
You have to provide genuine hotel reservations and flight reservations that match your actual travel plans. It is strongly advised to make bookings that can be cancelled or changed without extra cost.
- You should verify your invitation details**
If invited, you have to ensure the inviter's contact information is correct.
- You should provide complete employment and/or income details**
You have to clearly state your workplace and/or income source.
- You should provide proof of financial means**
You have to submit bank statements showing sufficient funds for your trip, no older than three months.
- Personally verify your documents**
Check your documents personally before submission to ensure their accuracy. Duly sign your application form.
- Check your passport's validity**
Your passport must be valid for at least three months beyond your planned return from the Schengen Area.

Don'ts

Things not to do when applying for a Schengen visa and when using it

- You must not seek Schengen visa from the country that is not your primary destination**
You must apply through the Embassy or Consulate of the country where you will spend the most time. If you spend equal amounts of time in several countries, apply to the country of first entry.
- Follow the rules and avoid mistakes**
Visa applicants who do not follow the rules may have their visa application refused, visa revoked, denied entry at the border, or unable to benefit from Schengen visa for some time.
- Do not pay extra fees**
The cost of a Schengen visa is at present €90 for adults and maximum €45 for children aged 6-12. In addition, a service fee may be applied by the Official External Service Provider, which collects applications on behalf of Embassy or Consulate. Other intermediaries/travel agencies ask for extra fees, sometimes significant ones. Using their services does not increase your chances of getting a Schengen visa! They do not have better access to the Embassies/Consulates. You don't need to pay for these extra fees. Using such agencies is at your own risk. Do not engage with fraudulent travel agencies which offer you false promises on receiving a Schengen visa against exorbitant additional fees.
- Do not block appointment time-slots that you will not use**
Only book one appointment: don't book any time slots for appointments that you will not use.
- After receiving a visa, do not overstay your visa duration**
Your Schengen visa indicates the length of your allowed stay in the Schengen Area. This allowed stay is maximum of 90 days in a 180 day period. If you exceed this period, your stay becomes irregular. For instance, if you received a multiple entry Schengen visa of a long duration (1, 2 or 5 years), you can visit the Schengen Area up multiple times provided that you do not stay more than 90 days in each period of 180 days.