

GENERAL SCHENGEN VISA REQUIREMENTS

The Schengen visa was introduced in 1995. A Schengen visa issued by an Embassy or Consulate of one of the Schengen countries allows the holder to travel freely in all Schengen States.

Where to apply for a Schengen visa?

- If visiting only one of the Schengen countries, an application should be handed in at the Embassy or Consulate of that country.
- If visiting several Schengen countries, an application should be handed in at the Embassy or Consulate of the country in which your main destination will be.
- If visiting several Schengen countries without having a main destination, an application should be handed in at the Embassy or Consulate of the first Schengen country on your travel itinerary for which a visa is required.

When to apply ?

- Applications shall be lodged no more than three (3) months before the start of the intended visit.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application

Visa fee

The visa fee is **60 EUR** to be paid in ZMW.

The visa fee for children aged 6-12 is **35 EUR** to be paid in ZMW.

The visa fee is non-refundable.

The visa fee is waived for applicants belonging to one of the following categories:

- Children under 6 years
- Holders of diplomatic and service passports
- Family members of EU citizens
- School pupils, students, post-graduate students and accompanying teachers who undertake stays for the purpose of study or educational training
- Researchers travelling for the purpose of carrying out scientific research

The visa fee may also be waived for participants aged 25 years or less in seminars, conferences, sports, cultural or educational events, organised by non-profit organisations. The decision will be made case by case according to the relevance of the event.

Visa Application form

The "**Common Schengen Application Form**" (available from consular websites, or consular offices) must be submitted together with the following supporting documents:

1. Documents to be provided by **ALL VISA APPLICANTS** regardless of the purpose of the journey:

- Passport, valid for at least 3 months after the visa period
- 1 ID photo
- Visa fee (see exemptions below under B)
- Travel Medical Insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical

reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR (see exemptions below under B)

- Copy of the National Registration Card (only for Zambian citizens)
- Copy of flight ticket or flight reservation including return flight
- Verifiable evidence of sufficient means of subsistence during intended stay:
 - applicant's own means in country of residence : bank account statements, etc
 - or formal obligation by a third person
- Proof of Employment/Self-employment:
 - Letter from employer, salary slips, NAPSA, company registration, tax return form
- Proof of real estate property
- Proof of integration into the country of residence: family ties? Professional status?
- Additionally, for non-Zambians living in Zambia:
 - valid visa or residence permit in Zambia

2. Documents to be provided by applicants travelling for the purpose of TOURISM

- Proof of accommodation for the whole duration of the intended stay: invitation from the host if the applicant is staying with one, document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged
- Confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans

3. Documents to be provided by applicants travelling for FAMILY/ PRIVATE VISIT

- Proof of family ties with the referent/inviting person
- Proof of accommodation for the whole duration of the intended stay: invitation from the host if the applicant is staying with one, document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged
- Confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans

4. Documents to be provided by applicants travelling for BUSINESS:

- Invitation from a firm or authority to attend meetings, conferences or events ;
- Documents which show the existence of trade relations
- Entry tickets for fair/congresses
- Documents proving the business activities of the company
- Documents proving the employment status of the applicant within the company

5. Documents to be provided by applicants travelling for MEDICAL TREATMENT:

- A certificate from a local medical institution in Zambia confirming the need of specific medical treatment to be provided in the destination country.
- An official document of the medical institution in the Schengen country confirming that it can perform the specific medical treatment and that the patient will be accepted accordingly.
- Proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.

6. Documents to be provided by applicants travelling for RESEARCH or TRAINING:

- Certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training
- Written invitation/confirmation of training

7. Documents to be provided by applicants travelling for OFFICIAL PURPOSES:

- A letter issued by the Zambian authorities confirming that the applicant is a member of the official delegation travelling to a Schengen Member State to participate in an event, accompanied by a copy of the official invitation

8. Documents to be provided by applicants travelling for SPORTS OR RELIGIOUS EVENTS OR OTHER REASONS:

- Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey.

MINORS

- Minors travelling alone (a) or with one parent (b) must present:
 - a) A letter of consent from both parents/legal guardian(s);
 - b) A letter of consent from one parent/legal guardian.

Please note that:

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- A stamp stating place and date of application will be applied to your passport when submitting the visa application.
 - All the necessary documents must be brought when applying for visa. If supporting documents are not presented promptly, your application upon examination may be refused and the visa fee lost.
 - Additional supporting documentation may be requested in justified cases
 - At the time of submission of the first application, the fingerprints of the applicant will be collected.