



## Applying for a Schengen Visa

This information sheet is for Tier 4 (General) Students and Student route visa holders who are looking to apply for a Schengen visa for travel to Europe.

### Do I need a Schengen visa?

Firstly, check if you need to apply for a Schengen Visa. You can do so [HERE](#).

### Types of Schengen Visa:

- **Short stay or travel visa**  
The short stay or travel visa allows a visit of up to three months in any six-month period. This is the visa that most students who want to travel within the Schengen space as tourists, will require.
- **Airport transit visa**  
The airport transit visa allows the traveller to transit through the international transit zone/area of an airport of a Schengen member state, but not to exit this zone/area before they fly on to their next destination.
- **Transit visa**  
The transit visa enables a traveller to pass through the territory of one or more Schengen countries on their way to another country outside the Schengen space and can be issued for a maximum of 5 days.

## What countries can I travel to?

Austria	Hungary	Norway
Belgium	Iceland	Poland
Czech Republic	Italy	Portugal
Denmark	Latvia	Slovakia
Estonia	Lichtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	Switzerland
Greece	Netherlands	

## Where do I apply to for a Schengen visa?

You apply for a Schengen visa for the Embassy or Consulate of the Schengen country where you are planning to travel to.

**If you are visiting one country:** You should apply to the Embassy or Consulate of that country.

**If you intend to go to more than one country:** You should apply to the Embassy of the country which is your 'main destination' (e.g. will be spending the most nights on your trip to the Schengen space).

**If you are going to spend an equal amount of time in each country:** You should apply to the country that you are visiting first.

## What documents do I need?

**The following is a general list of documents you will need to apply for the Schengen visa. This varies between Embassies so make sure to check the Embassy of the country where you will be applying.**

- A completed application form –either paper or online (check the Embassy you are travelling to)
- Passport photos
- Your passport and copies of your previous visas – check the Embassy as to how long this must be valid for
- Travel medical insurance confirmation covering medical expenses of at least 30.000Euros
- Flight Reservation/Train or Ferry reservation
- Hotel Reservation for the whole duration of the intended stay in the Schengen space
- Proof of Student Status – you can get this from the My LJMU Portal on the Student homepage
- Proof of sufficient financial means for the period of stay – such as bank statements
- A written itinerary for your trip
- Any other evidence that may be relevant for your application (for example an invitation letter if you have been invited to a conference)

**Please note that it can be difficult to travel at the end of your studies as many countries require you to have between 3-6 months remaining on your student visa for the UK.**

**Please check the Embassy of the country you are applying to for further information**

### **Links to websites**

You can get links to a number of different country's visa requirements and websites on the Schengen visa information page here: <https://www.schengenvisainfo.com/>

### **When do I apply?**

You can apply a maximum of 90 days prior to your intended trip

Application process can take 3-4 weeks, sometimes longer, so make sure you apply for your visa in plenty of time

### **How do I apply?**

Different Embassies have different ways to apply please check the Embassy of the country you are travelling to for further information. The Embassy website should have detailed information of how to apply for the visa and where to go. They will also usually provide contact details where you can find out more information

Usually you will need to make an in person application at the Embassy in London or Consulates that may be nearer to home.

Some Embassies use agencies such as VFS and TLS who process the visa applications for them.

## How much does the Schengen Visa Cost?

The Schengen visa costs 80 Euros, although you may be charged an additional processing fee if applying through an agency.

## Wait for an answer on your application

Wait until you get a response on your visa application. Although in most cases it takes no more than 15 days for processing a visa, there are times when this process takes quite much longer. That period can be extended from 15 up to 45 days in some countries concerning some citizens.

## If your Schengen visa gets rejected

If your visa application is refused you should read the reason why didn't they grant you a visa. If you decide to apply again you should try to ensure that you fulfil this reason the next time you apply or if you think that your application was correct, and the decision on its refusal was a mistake, you can always [appeal the visa rejection](#).

For further advice on the Schengen visa please see

<https://www.schengenvisainfo.com/how-to-apply-schengen-visa/>

Or contact the International Advice Team on [internationaladvice@ljmu.ac.uk](mailto:internationaladvice@ljmu.ac.uk)