

DOCUMENTS REQUIRED

The list of documents below is not an exhaustive list of documents and the applicant can always be asked to provide additional information/documents, if desired by the Mission.

Both the standard and the supporting documentation have to be recent, i.e. not older than 1 month, and need to be provided for every Schengen visa application.

Applicants always have to bring and present their original documents, but they only need to submit photocopies of the same; unless the requirements specify that an original document has to be submitted.

Before gathering the required documents mentioned below, applicants are advised to read the requirements under Overview in order to ensure they are entitled to apply for the chosen visa category.

A. STANDARD DOCUMENTATION FOR SCHENGEN VISA APPLICATION.

1. Visa application form (original)

2. Passport (original)

Signed passport, at least 2 blank pages for visa purposes, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area and has to be issued within the last 10 years on the day of leaving the Schengen Area.

Extended passport may still be valid, but when older than 10 years the passport is no longer acceptable; in that case applicant first needs to apply for a new passport.

Photocopies of previous Schengen visas endorsed in an old passport and issued in the last 3 years, if applicable.

3. UK Residence permit (BRP)

UK Residence permit, endorsed in the passport or issued as a Biometrics card, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area; C type visitor visa is not acceptable.

4. Photograph.

B. SUPPORTING DOCUMENTATION FOR SCHENGEN VISA APPLICATION

1. Proof of current occupation

- a. Employer letter (original): recent (less than 1 month old), signed, headed letter (addressed to the Mission, name and position of the signee and confirming applicant's employment) and last 3 months payslips
- b. Student letter (original): recent (less than 1 month old), signed, headed letter (addressed to the Mission, name and position of the signee and confirming applicant's enrolment)
- c. Self-employment letter (original): recent (less than 1 month old), signed, headed letter (addressed to the Mission, name and position of the signee and confirming applicant's self-employment) and obtained from (if applicable):
 - i. applicant's accountant: when applicant's company's accountancy is done by an external/independent accountant
 - ii. solicitor: when applicant's company has been registered by a solicitor
 - iii. bank manager: when applicant's company has a business bank account
 - iv. Companies House: Certificate of Incorporation received upon registering business: if applicant's name is not mentioned on certificate, then additional proof demonstrating connection applicant – company should be provided
- d. Unemployed/retired
 - i. Receiving Benefits: recent original letter obtained from local Jobcentre or Pension Service
 - ii. Not receiving Benefits: cover letter explaining applicant's financial situation

iii. Housewife/man (**only applicable to married couples**): applicant's may be sponsored by their spouse/registered partner; in these cases the following needs to be provided:

1. marriage certificate (original + copy): when this document was issued outside the EU and is not in English or Hungarian, then it should be translated by a certified translator in the UK
2. spouse/registered partner's passport (original + copy)
3. spouse/registered partner's proof of occupation (as in B.1.a, b or c)
4. spouse/registered partner's proof of funds
5. spouse/registered partner's cover letter (signed & dated) confirming sponsorship

2. Proof of funds

- a. Latest 3 months UK current account bank statements showing applicant's name, address and an end balance dated within the last month on the visa application submission date; bank balance needs to show a sufficient amount to cover the expenses during the intended stay in the Schengen Area and for the return to the UK or the country of origin/residence (alternatively online bank account printouts are also accepted).

3. Proof of travel (airplane, train, boat, coach, (hired) car)

- a. Prepaid return travel tickets: mentioning applicant's name and travel dates to & from the Schengen Area
- b. When travelling by car: car registration, car insurance, return travel tickets (ferry or Eurotunnel) mentioning the car's registration number and driver's driving licence. If applicant is not the driver, then driver's cover letter (signed & dated) confirming joint travel with applicant and travel dates need to be provided too.

When travel tickets have been paid through travel agency, then a receipt, an invoice or a payment confirmation is also required.

4. Proof of accommodation

confirmed accommodation (hotel, hostel, camping,...) reservation mentioning applicant's name, travel dates and accommodation address details.

If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card + passport signature page, if signature is not on passport's bio page.

When accommodation is reserved for a group, then a list with the names of the group members will also be required; alternatively the group members their names may also be mentioned on the travel ticket

5. Travel insurance (all-risk medical travel insurance)

The travel insurance – clearly showing the applicant's name - has to be valid throughout the complete territory of the Schengen Area and must cover the entire period of the applicant's intended stay in the Schengen Area; the minimum coverage for medical emergency and repatriation (in case of death clause included) must be 30.000 €.