

Schengen Visas Information Leaflet

Uniform Schengen Visa

A uniform Schengen visa issued by a Schengen country allows free travel within the Schengen Area. The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. The maximum period of stay allowed is 3 months in any six-month period from the date of first entry in the territory of the Member States, with one, two or multiple entries.

Schengen Visa with Limited Territorial Validity

This type of Schengen visa is valid for the territory of one or more Member States but not all Schengen States.

Airport Transit Visa

The Chicago Convention on International Civil Aviation establishes the principle of free transit through the international transit areas of the airports. However, there are some exemptions to this principle and the citizens of Afghanistan, Bangladesh, Democratic Republic of the Congo, Eritrea, Ethiopia, Ghana, Iran, Iraq, Nigeria, Pakistan, Somalia and Sri Lanka need an airport transit visa to transit through the international transit areas of the Schengen Area airports. Citizens of several other countries need an airport transit visa only in some Schengen countries, so they are recommended to contact the Consulate General of the relevant Schengen country.

The following categories of persons shall be exempt from the requirement to hold an airport transit visa:

- a) Holders of a valid uniform visa, national long-stay visa or residence permit issued by a Member State
- b) Third-country nationals holding a valid residence permit issued by Andorra, Canada, Japan, San Marino or the United States of America guaranteeing the holder's unconditional readmission
- c) third-country nationals holding a valid visa for a Member State or for a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Japan or the United States of America, or when they return from those countries after having used the visa
- d) Family members of citizens of the European Union
- e) Holders of diplomatic passports
- f) Flight crew members who are nationals of a contracting Party to the Chicago Convention on International Civil Aviation.

1. Visa-Free Entry

Holders of Hong Kong SAR, BN(O) and Macao SAR passports are entitled to a visa-free entry to Schengen countries lasting no more than 3 months in any six-month period from the date of first entry in the territory of the Member States.

2. Hong Kong Document of Identity & Macao Travel Document

Currently, the Hong Kong Document of Identity (HKDI) is dealt with as non-recognised by Poland and the Macao Travel Document by Iceland and Poland. All Schengen visas issued on those travel documents will, therefore, exclude these countries from the territorial validity of the visa. Please contact the relevant Consulate General for further information.

3. The Competent Visa Office

The Consulate General of the country of your main destination in terms of length or purpose of stay should issue your visa. If you visit more than one Schengen country and the main destination cannot be determined (i.e. you spend the same number of nights in all countries), please submit your application at the Consulate General of the country of your first entry.

4. Visa Application

Please complete the application form in English and attach one (or two) recent photograph(s) as well as the documents required (see further below). The application form must be signed and submitted in person. Due to possible delays in processing individual visa applications, it is recommended that you lodge your application not later than three weeks before the date of your planned departure and not earlier than 3 months.

5. Processing Time and Fees

In general, visa-processing procedures for short-term visas should not exceed 5 working days but may vary in individual cases. The current fee for a short-term Schengen visa is EUR 60 (EUR 35 for children from the age of 6 years and below the age of 12 years), payable in HKD and must be settled upon application. Fees are non-refundable. Payment must be made in cash, although some Consulates General accept other means of payment. For further details please contact the Consulate General concerned.

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

- a) Children under six years
- b) School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training
- c) Researchers from third countries travelling for the purpose of carrying out scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research
- d) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations
- e) Holders of diplomatic and service passports

6. Harmonised List of Supporting Documents for Uniform Schengen Visa

For your short-term Schengen visa application, please, provide the following documents either in English or in the language of the country of the Consulate General where the application is submitted:

- a) Application form, duly completed plus 1 (or 2) recent photograph(s)
- b) Passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen Area or, in the case of several visits, after the last intended date of departure from the territory of the Schengen Area. It shall contain at least two blank pages and it shall have been issued within the previous 10 years. The Hong Kong / Macao stay permit must be valid for at least 3 months after the expiry date of the requested Schengen visa (if you do not have a permanent HKID / Macao card)
- c) Confirmed round trip airline ticket / booking
- d) Proof of your financial circumstances (such as a recent bank book statement, a recent bank account statement or fixed deposit statement)
- e) A letter from your employer confirming your leave (if applicable)
- f) Guarantee letter by company (employer) with bank endorsement (if applicable)
- g) Student identification / university cover letter (if applicable)
- h) A letter of invitation from the person you are visiting in the Schengen area or from your business partner in the Schengen area or a confirmed hotel accommodation booking (whichever is applicable)
- i) Travel/medical insurance (coverage EUR 30,000 and valid for the entire Schengen area for the duration of your stay)
- j) Minor applicants must present their birth certificates and a written consent of their parents/legal guardians (application has to be submitted by parents/legal guardians).

Further documents might be requested in individual cases.