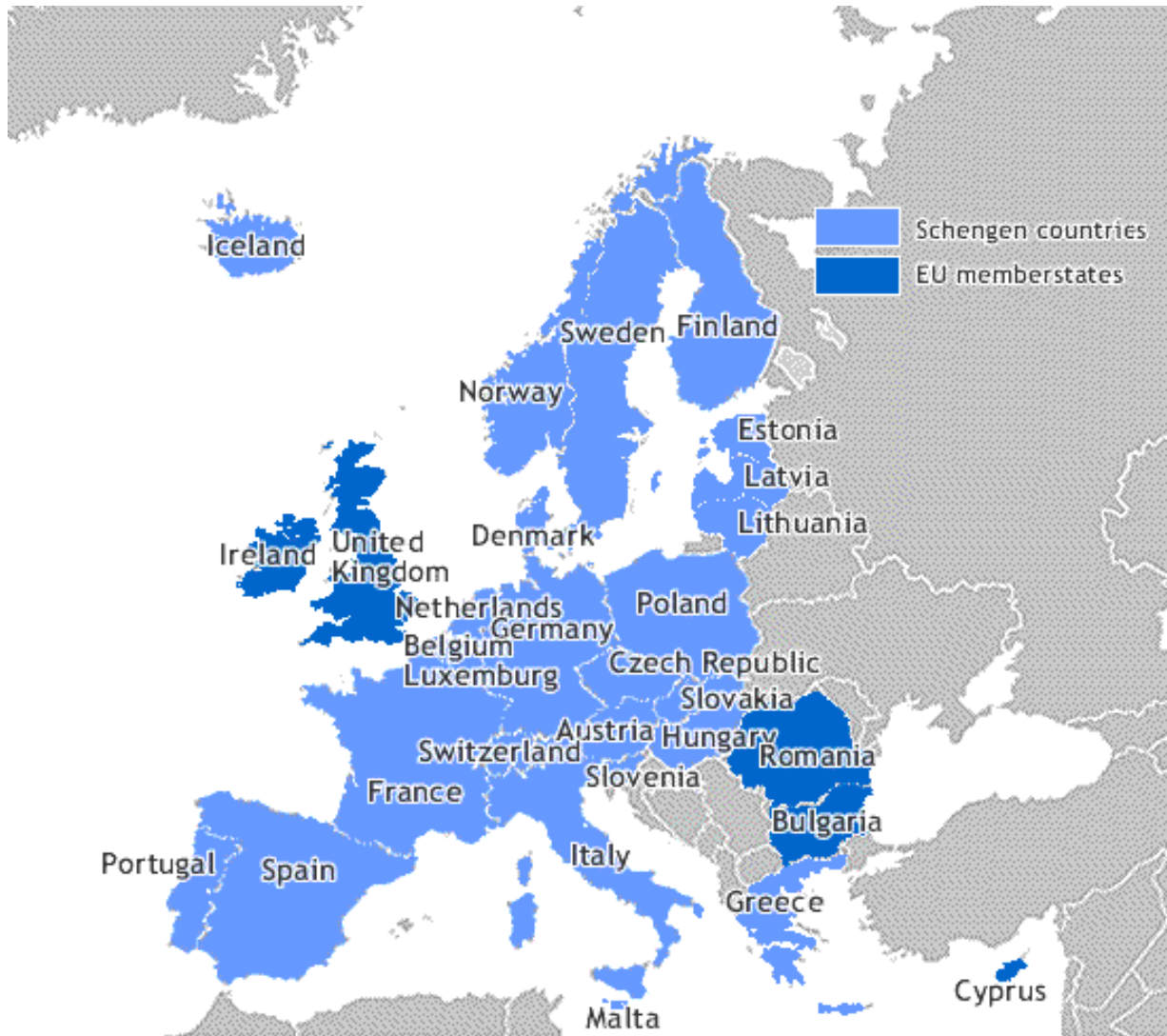


Travel in Europe

Schengen Visas

Most international students from outside the European Economic Area (EEA) need a visa to travel in Europe.

25 countries in EEA have a common border controls agreement called the Schengen Agreement:



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

A Short-stay Schengen Visa allows you to stay in the Schengen Area for a maximum of 90 days (3 months) in any 6 months period. If you need to stay for longer than 90 days (e.g. if you have a one-semester placement) you need to apply for a Student Visa for the relevant country as well as a Residence Permit. You will need to contact the relevant Embassy in London to get more information about Student Visas and Residence Permits. Contact details for all Embassies can be found in the 'London Diplomatic List' document which can be downloaded from the Government website: <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

1

Things to check before you apply for your Schengen Visa

You must have a passport that is valid for a minimum of 6 months.

UK student immigration permission (visa) must be valid for 3 or 6 months (this requirement varies for different Schengen countries) after you return from your travels.

Even if you are only travelling through a country it may be necessary to obtain a transit visa.

Plan your travel at least 3 months in advance if you need your Tier 4 Visa extended before applying for your Schengen Visa. We can help you to apply for your UK student immigration permission, but not to apply for your Schengen visa.

2

Applying for a Schengen visa

If you are visiting only one country in the Schengen Area, you need to apply to the embassy of that country for your Schengen Visa.

If you are visiting or passing through more than one Schengen country, you need to apply to the embassy of the country where you are going to spend most of your time. E.g. A student travelling by rail through France to Italy for a two-week holiday in Rome should apply to the Italian Embassy for a Schengen Visa.

If you are visiting more than one Schengen country **and** you are spending equal amounts of time in each country, you need to apply to the embassy of the Schengen country you plan to visit first. For example, a student spending a week in France and a week in Italy should apply to the French Embassy for a Schengen Visa.

You can also choose to apply for a multiple entry visa if you wish to travel more than once into the Schengen Area during a three-month period. However, you may be required to show evidence of all the travel arrangements and bookings with your application. Please contact the relevant embassy concerning this situation.

Useful Contacts:

STA Travel Agency in Manchester: <http://www.statravel.co.uk/find-a-branch.htm>

UKCISA: <http://www.ukcisa.org.uk/International-Students/Immigration-/Other-immigration-matters/Schengen-visas/>

Telephone advice line (1.00 pm – 4.00 pm, Monday to Friday): 0207 788 9214

3

Documents required

When you apply for a visa, you will have to provide several original documents to support the application. The documents will vary depending on the type of visa you are applying for and the country (or countries) you are visiting. In general, you need the following:

- One or more recent passport-sized photographs.
- A completed application form. The embassy websites will tell you what you need.
- Original passport. You must have at least one blank page where the visa sticker can be placed. Check how long your passport and UK student immigration permission must be valid.
- Invitation letter and/or clear travel plans: If you are visiting a friend or going for a placement or conference, you will need to get a formal letter of invitation. In most cases this letter has to be verified or certified by a local town hall/city hall and this may take some time. You will need to show accommodation bookings and travel reservations. Please note that you should **not** pay for any accommodation or travel before you get your visa.
- Evidence of your funds for the visit. You need to provide your latest bank statements or credit card statements showing the current credit limit to prove that you have enough money to cover all your expenses. Your sponsor may wish to state in their invitation letter that they will pay for living and accommodation expenses. Cash is not accepted as proof. Not all countries state how much is required although The Netherlands suggests a minimum of £30 a day.
- The correct visa fee. The visa fee charged by different Embassies varies. Please also check which methods of payment are accepted – cash (sterling or euros), cheque (with a cheque card), credit card or postal orders (from a Post Office). The visa fee is usually non-refundable.
- Evidence that you are a student. Normally, this is a letter from your School/Faculty or a confirmation of attendance letter from the Student Services Centre. If your visit is an essential part of your course, this should be confirmed by a letter from your School/Faculty.
- Travel/medical insurance. Some embassies ask for proof that you have taken out travel insurance or insurance to cover emergency medical treatment during your trip.

The processing time for a visa application varies considerably and will depend on your nationality and the type of visa (e.g. Student, Schengen Transit, Schengen Short-stay) you are applying for. On average, visa applications take three weeks to process, but some applications may take as long as 6 or 12 weeks to process so you should apply as soon as possible in case there are unexpected delays in processing the application.

4

Returning to the UK

It is vital that you have certain documents in your hand luggage to secure entry into the UK after travelling and there is further information on our website: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/travelling/hand-luggage/>

Some students need to extend their Tier 4 visa before they can apply for a Schengen visa or another visa. If this applies to you, contact the Student Immigration Team and explain your situation so we can advise you about extending it.

Whilst travelling in Europe can be great fun and give you an opportunity to experience new cultures and see historic sights, it is important to keep yourself and your possessions safe while travelling.

Before You Travel

- Keep a copy of your passport and visa in the UK and on you. Also keep an electronic version by email
- Tell friends in the UK where you will be going and staying
- Take out comprehensive travel insurance
- Leave any valuable possessions in the UK if possible
- Put contact details, travel insurance documents and copies of your passport and visa inside your luggage

During Your Stay

- Stay together with friends
- Never leave bags unattended
- Keep your passport and BRP card in a secure safe at the hotel (try not to carry both documents on you at the same time)
- If you are carrying your passport (in some countries this is required) keep it on you at all times
- Beware of pickpocket

If your passport and/or BRP are lost or stolen while you are outside the UK, it is difficult and time consuming to get replacements quickly so that you can return to the UK to continue with your studies. If this happens to you, contact us and read the information on our website:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/lost-passports/lostpassportorbrpoverseas/>

What to do if your passport containing your visa is lost or stolen overseas

- Report the loss or theft of your passport to the police as soon as possible and ask them for a police report with a crime reference number.
- Apply for a replacement passport at the nearest embassy for your country
- Once you have your replacement passport, take it to the nearest UK embassy and apply for a Tier 4 visa. The fee for this application is £322. You will not need to submit financial documents but you should submit a copy of your previous passport and visa and a letter confirming you are a student (contact us so we can email these documents to you)
- Do not attempt to travel until you have your new passport and new visa.

What to do if your BRP card is lost or stolen overseas

- Report the loss or theft of your BRP to the police as soon as possible and ask them for a police report with a crime reference number
- Notify UKVI by completing the online form on this webpage: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>
- Apply for a Single Entry Visa (called a Replacement BRP Card) at the nearest UK Embassy stating that your BRP has been lost or stolen.
- **Do not book flights or attempt to travel until you have received a decision on your application.**
- When you are back in the UK, apply for a full replacement BRP card.