

SCHENGEN VISA APPLICATION

(SHORT TERM STAY, NOT EXCEEDING THE 90 DAYS PERIOD)

PLEASE NOTE THAT MISSING OR INAPPROPRIATE DOCUMENTS MAY LEAD TO VISA REFUSAL

List of supporting documents

Your application can be accepted only if you submit the following documents:

- filled and signed application form for the Schengen territory
- valid passport with the previous (old) passports (at least 2 empty pages in the valid passport are needed!)
- 2 passport photos
- Covering letter
- Flight booking
- Hotel confirmation
- Valid insurance
- Bank statement about the last 6 months
- We accept only original documents!
- Other required documents according to the purpose of your travel (see below)

1. Documents to be submitted by ALL applicants

1.1 Family Registration Certificate (FRC) issued by NADRA in ENGLISH as defined by the Local Schengen Cooperation in Islamabad

1.2 Proof of residence:

- For Pakistani Nationals: copy of Pakistani identity card (CNIC);
- For non-Pakistani Nationals: proof of legal stay in Pakistan as appropriate;

1.3 Proof of means of transport:

- Flight reservation of air ticket (return or round trip) from/to Pakistan & the Member state of destination.
- If trips include several stops in the territory of the Member states, reservations of intra-Schengen itinerary (train, flights, car rental)

1.4 Proof of lodging:

- Reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel);

or

- if residing with family, friends and sponsor, proof of sponsorship and/or private accommodation as per the relevant official forms (lease agreement, approval from owner, etc.) in use in the Schengen Member State(s) intended to be visited (c.f. websites of Schengen Member States);

1.5 Proof of financial means and ties to the country of residence:

- bank statements showing movements in the last six months, duly signed and stamped by the bank;
- National Tax Number Certificate; and
- Federal Board of Revenue acknowledgement of tax returns for the last 2 fiscal years before the application date;

or

- Other proof, supported by documents of income generating assets other means of subsistence as applicable;

- In addition:

If the applicant is salaried:

- Payslips for the last three months before the application date;
- Copy of the employment contract;

- an employer's letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

If the applicant is a company owner or self-employed:

- Certificate of registration of the company;

If the applicant is a civil servant/government employee:

- Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes)

If the applicant is retired:

- Pension statements for the last six months;

If the applicant is sponsored

- Proof of sponsorship as per the official forms in use in the Schengen Member State(s), Affidavit;

If the applicant is a dependent from another applicant:

- Proof of family relationship through copy of the Family Registration Certificate issued by NADRA (Pakistan National Database and Registration Authority), if it is can not be established by NADRA proof of family relationship through national civil status record;

If the applicant is a minor travelling with one or none of the parents/legal guardians:

-proof of consent by one (if travelling with the other or except in case of a single parent having sole duly attested custody or guardianship) or two parents in an affidavit with details of the planned trip and name of sponsors/guardians during the trip;

- Copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s).

- Proof of enrolment at school/university.

- copy of the Court order establishing family relationship or guardianship issuing permission for the purpose of the intended detailed trip.

If the applicant is a student:

-proof of enrolment at university and student's card.

2. Documents to be submitted depending on the travel purpose

2.1 Official Visits and Members of Official Delegations

Holders of official or diplomatic passports

- a Note Verbale issued by the Ministry of Foreign Affairs and a Non Objection Certificate from the department to which the official belongs, both stating the purpose of the visit and its duration (in case the visit includes one or more Member States which are not covered by bilateral visa waivers agreements); When travelling on official duty as described above, official and diplomatic passport holders will be exonerated of providing documents as listed under point 1 (except the NOC).

Other members of official visits (businesspersons, civil society representatives) travelling on ordinary passports

- an invitation letter on letterhead from the sending or receiving authorities stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.);

Media personnel accompanying official delegations

- an invitation letter on letterhead from the sending and from the receiving authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel;

- copy of the press card.

2.2 Business

- Invitation on company/organisation letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary;
- and
- Documentary evidence of business relationship (copies of invoices, shipments, correspondence);
- in case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt; or
- in case the trip is intended for media reportage, copy of press card, letter of sending media organisation detailing purpose of the trip and name of journalist (s) or, for freelance journalists, evidence of professional activities.
- Fresh printed bank statement of the company with 6 months transaction history

2.3 Tourism and Visit Family and Friends

- proof of sponsorship.
- if the applicant is the spouse of the intended visited person marriage certificate (Nikah Nama) and/or Marriage Registration Certificate issued in English, by Union Council of residence, or other proof as applicable for religious minorities.
- proof of sponsorship as per the national official format of the visited Schengen State(s), (Affidavit);
- and,
- if the applicant is visiting a close relative, proof of family relationship through copy of the Family Registration Certificate issued by NADRA (Pakistan National Database and Registration Authority);

2.4 Incentive Package tours

- letter of organising entity (company, department, association, academic institution, etc.) detailing the objective of the incentive package tour, conditions that have been met by beneficiaries (and indication whether or not beneficiaries include dependents) as well as a definitive list of participants, stating for each name, surname and date of birth as in passport.

2.5 Short term study, research or internship and practical trainings

- letter of receiving organisation (academic institute or enterprise) stating the duration of the studies, internship or practical trainings, topic of study or research, and in the case of internships and practical trainings, name and position of the mentor;
- Proof of affiliation or employment (letter and student card from an academic or research institution, or letter from employing company stating the purpose of internship or practical trainings); and
- Proof of personal income or income of the parents or other means of subsistence as stated under section 1;

2.6 Sports competitions

- letter on official letterhead of the national federation attesting the identity of the competitor/athlete, his/her Pakistani Identity Card (CNIC) number, mentioning the sport event where participation is intended, and/or names and position of people accompanying competitor/athlete if applicable;
- Invitation to participate from organizers located in the territory of the Member States and evidence of enrolment in the event and programme;
- Evidence of insurance covering a sports event, covering potential injuries incurred during training or competition; /special insurance/

2.7 Medical treatment

- Medical certificate from a medical doctor or medical institution stating the need for a specific treatment to be received in an establishment located in the territory of the Member States;
- and/or
- an attestation stating the need for the treatment to be delivered by the physician accredited with /or designated by the Member State Consulate and whose consultation fees will be paid by the applicant;
- letter on official letterhead from the receiving medical establishment confirming that the specific treatment can be performed on the patient who had given his/her consent accordingly;
- proof of sufficient financial means to cover the expected comprehensive treatment and proof of pre-payment of the expected comprehensive treatment if applicable;
- correspondence between the sending and receiving medical practitioners or establishment describing the arrangements made for the specific medical treatment including expected arrival of the patient and expected duration of the treatment, as well as describing the name of the patient's attendant(s) if applicable as well as facilities extended to them during the stay of the patient.
- Evidence of sufficient means of support and accommodation during the stay for the patient and attendant(s);/
- in case of transplants, certificate of registration on the national list of patients awaiting transplants, issued by the surgical team who intends to undertake the operation;

A visa is only a preliminary permission for entry, which does not authorize its bearer automatically to enter the country. The traveller may be requested to provide proof of the existence of the conditions of his entry and stay in Hungary or other Schengen States and, if he is not able to fulfil this, he may be returned from the border.