



REQUIREMENTS SCHENGEN VISA FOR HOLDERS OF OFFICIAL PASSPORTS

Minimum requirements for a Schengen Visa for a stay not longer than 90 days.

Additional documents may be requested by the Embassy.

Applications are treated within 15 days but might take 30 days in special cases and for certain nationalities.

Applicants should apply in person at the Embassy.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

1. One **application form** duly completed and signed by applicant
2. Two biometric identical colour **passport photographs** (3.5 cm x 4.5 cm) not older than six months, bright (white) background
3. **Passport** not older than 10 years, valid for at least three months after intended return journey. The passport must have at least two empty pages.
4. Nationals other than Ugandans must be able to show a valid **residence permit** and re-entry-permit for Uganda
5. **Copy of passport** bio-data page including page with passport file number (stamp passport office) and copies of all previous Schengen visas and residence permits
6. **Proof of medical insurance** for the duration of stay, minimum cover of Euro 30.000,00 and valid for all Schengen countries (please see the list of travel insurances accepted by the Schengen embassies in Uganda)
7. **Airline reservation (please note that an air ticket is not required!)**
8. A recent and signed **formal invitation from your business partner/organisation** stating duration and purpose of the visit and – if applicable – funding to the journey
9. Original signed **employer's letter** from the Ministry/Organization you are currently employed at
10. Original **Note verbal** from the Ministry of Foreign affairs or respective Embassy
11. **Proof of hotel booking**

PLEASE BE ADVISED THAT SUBMITTING ALL REQUIRED DOCUMENTS IS NOT A GUARANTEE THAT A VISA IS GRANTED AND THAT A VISA IS NO GUARANTEE OF ACCESS TO THE SCHENGEN TERRITORY.

THE FINAL DECISION REMAINS WITH THE IMMIGRATION OFFICE AT THE BORDER.

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