

# Visa applications



(from <http://www.consulfrance-londres.org/index2.html>)

Short stay Schengen visas are visas that allow the holder to travel freely within the Schengen space, including France, and spend a maximum of 90 days over 6 months. Those are issued for various purposes such as tourism, shopping, business or family visits.

#### How to apply:

If you live in Greater London, please book an appointment :

- via Internet (Attention ! **One appointment per passport** only. Do not overbook or the French Consulate General reserves the right to refuse your appointment.)
- or via the Automated Telephone Appointment Booking Service : 09065 540 700 ( 1£ / min ).

**Applicants without booked appointments will not be admitted within the Consulate.**

You may apply by post if you live outside Greater London. Expect a delay of a few weeks. Further information on the procedure to follow and the counties accepted via postal application.

#### Documents requested:

**Please also supply one photocopy of each document**

1. A national passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with a blank visa page to affix the visa sticker. Your British Residence permit must also exceed by more than 3 months the validity of the requested visa. Exception will be made (1 month) for people returning for good to their country on presentation of their travel tickets.
2. One application form duly completed and signed by the applicant (or the legal guardian for children).
3. 2 passport-sized photographs per applicant.
4. Proof of financial means of support: a recent bank statement of less than 1 month or traveller's cheques. A minimum of £40 per day spent in France per person is required.
5. Proof of travel: A confirmed return ticket to France or booking fully paid from your travel agent (including itinerary if participating in a tour).
6. Proof of accomodation: A confirmed hotel reservation or a Certificate of Board and Lodging ("Attestation d'Accueil") to be obtained by the person you are visiting in France from the local Townhall ("Mairie") or Police Station ("Gendarmerie" or "Commissariat de Police").
7. Travel insurance including medical cover and repatriation. It must cover the duration of the requested visa.

**Additional documents to be produced according to the applicant's current occupation:**

If employed:

1. An official up-to-date letter from your employer (less than 3 months old) stating the position held in the company as well as the starting date
2. last 3 payslips

If self-employed:

1. an up-to-date letter from your solicitor,
2. or an up-to-date letter from your accountant,
3. or an up-to-date letter from your Bank Manager,
4. or an up-to-date letter from your local Chamber of Commerce.

If studying:

1. an official up-to-date letter from your school, college or university (less than 3 months old) stating the type of studies, details of course and attendance record.

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If 'au-pair', nanny or domestic help:

1. an up-to-date letter from your employer (less than 3 months old), as above,
2. employer's passport.

If housewife:

1. an up-to-date letter from your spouse's employer (less than 3 months old), as above,
2. spouse's passport,
3. your marriage certificate.

If visiting the UK, i.e. either holding a C-Visit British visa or with a British Residency valid for 6 months or less:

1. your confirmed return travel ticket to your country of residence,
2. proof of your stay in the UK (letter from the British school/company for studies/business, letter of invitation from your daughter/son/sponsor in the UK + their passport + their birth certificate with English translation certified by Embassy). Those applicants must apply in person.

If travelling to France on a business trip:

1. Letter of employer as above, confirming health insurance cover (medical cost + repatriation),
2. Formal invitation letter from the French company, stating purposes and frequency of the business trip(s).

If minor (under 18):

1. Original Full Birth Certificate, stating both parents' names, with official translation if not in French or English,
2. Parents' original passports or certified copies if the parents are residing abroad.

If under the age of 18 and travelling to France without the parents or with one parent:

1. a parental authorization to travel form, completed and signed by the parents or legal guardian authorizing the child to travel and appointing the person responsible for him. This letter should be duly authenticated by a solicitor or Commissioner for Oaths, or by a Consular Officer of the applicants' nationality,
2. Parents' passports must be enclosed with the application, or certified copies if the parents are residing abroad,
3. Original Full Birth Certificate, stating both parents' names, with official translation if not in French or English.

If under the age of 18 and adopted:

1. the official confirmation of adoption from the UK authorities. If the adoption is still in progress, a letter from the British social services authorizing the trip to France.

If under the age of 18 and fostered:

1. An official up-to-date letter from the British social services authorizing the trip to France. This letter must indicate the full name of the child, full name of the carer and the address and length of stay in France.
2. Carer's passport

Ensure that all documents requested are provided.

If deemed necessary, additional documents may be requested.

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Incomplete applications will not be dealt with: applicants will need to book another appointment to lodge their applications again.

### Visa application fee :

Fixed price of 35 euros for all visa applications (transit, airport transit, short stay, DOM-TOM or countries represented by France visas), which must be paid **in pound Sterling only**. The fee is accorded to the exchange rate of the British Pound against the Euro, so varies between £22 and £26.

Please note that no fees will be refunded whatever the outcome of the visa application. Fees will be paid:

#### At the Consulate:

- either by credit cards (we accept all major credit cards except American Express and Dinners Club)
- or in cash

#### For postal applications:

- either by credit cards
- or by Postal Orders

For ease of payment, the Visa Section highly recommends card payment.

### Further information

#### Delay :

The processing time of your application depends on your nationality:

a delay of a few hours may suffice for passports not submitted to consultation.

a delay of several weeks is necessary to process applications of Nationals from the following countries:

Al Kuwait	Afghanistan	Algeria	Bahrain
Burma	Burundi	China (passports Public Affairs only)	
Colombia	Democratic Republic of Congo	Egypt	
Indonesia	Iraq	Iran	Jordan
Lebanon	Libya	North Korea	Oman
Palestine	Pakistan	the Philippines(Filipinos)	
Qatar	Rwanda	Saudi Arabia	Somalia
Sudan	Surinam	Syria	
United Arab Emirates		Yemen	Zimbabwe

Please note that those waiting times are given as general guidelines and that actual waiting times may vary.

Applicants from the above country must apply in person at the Consulate.

Applicants from the above countries must provide full address of their stay in France at the time of their applications. However, they should wait for their visas to be granted before booking their tickets and hotel to avoid unnecessary costs.

This delay also applies to applicants who are visiting the UK, i.e. holding a C-Visit British visa or a British residency valid for 6 months or less. They must also apply in person.

Please note that the British Certificate of Identity (brown document) is not recognized by the French authorities as a valid travel document. Holders of such documents can therefore not be issued with a visa to France.

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## Group application:

Groups of more than 10 applicants travelling together should contact the Visa Section in writing (French Consulate General, Visa Section, Group Application, PO Box 57, London SW7 2EW). Please send a self-addressed stamped envelope with the list of names, nationalities and UK residency status (date of arrival in the UK and expiry date of the British visa) for each applicant. Please allow 6-8 weeks for the processing of the applications.

## Postal Applications

Consulat général de France,  
Service des Visas,  
6A Cromwell Place,  
P.O. Box 57,  
London, SW7 2EW

## Delay:

Please allow a few weeks for the processing of your application.

**Can you apply for your visa by postal application? If you live in one of the counties cited below, you may apply for your visa by postal application:**

Cheshire	Channel Island	Cleveland	Cornwall
Cumbria	Derbyshire	Devon	Durham
Gibraltar	Greater Manchester	Humberside	Isle of Wight
Lancashire	Leicestershire	Lincolnshire	Merseyside
Norfolk	Northern Ireland	Northumberland	
Nottinghamshire	Shropshire	Staffordshire	Tyne & Wear
Wales (all counties)	West Midlands	Yorkshire (North/South/West)	

**If you have already been issued with a Schengen visa in the United Kingdom by the French Consulate General and live in one of the following counties, you may also apply for your visa by postal application:**

Avon	Dorset	Gloucestershire	
Hereford&Worcester	Somerset	Warwickshire	Wiltshire

**If your county is not listed above, you are requested to apply for your Schengen visa directly at the Consulate.**

## Documents requested:

**Please also supply one photocopy of each document presented.**

1. You need to send the originals of all the documents requested, according to your status and the visa you require: documents required. Photocopies only will not be accepted. Please do not staple the documents together.
2. The payment of the visa application fee, either by credit card by filling the authorization of payment per bank card form, or by Postal Orders.
3. A self-addressed **pre-paid special delivery** envelope for the safe return of your documents.

## · Visa application fee:

Fixed price of 35 euros for all visa applications (transit, airport transit, short stay, DOM-TOM or countries represented by France visas), which must be paid in **Sterling pounds only**. The fee is accorded to the exchange rate of the British Pound against the Euro, so varies between £22 and £26.

Please note that no fees will be refunded whatever the outcome of the visa application.

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Visa is free of charge for Spouses of French Citizens, Spouses and Children of European Citizens and for holders of Diplomatic, Official and Service passports.

Postal orders: Those must be of the exact amount. If they are over or under the sum requested, they will be returned to you. The processing of your application will therefore be delayed. Please note that they should not be crossed and should be made payable to the 'French Consulate General'.

For ease of payment, the French Consulate General highly recommends credit card payment and authorization of payment per bank card form.

**Other:**

You will be contacted upon reception of your application if complementary documents are necessary.

The Visa Section reserves the right to ask a visa applicant to come to the Consulate to apply for his visa.