



Visa document checklist

France – Business/Tourist Visa

Document	Description	Please tick	Office Use
Lodgement Centre Locations	There are lodgement centres available in the following areas: Johannesburg, Pretoria, Durban, Cape Town If there is no lodgement centre in your area, please contact our offices for details of where your application needs to be lodged and any additional courier costs that may be incurred.		
Appointment to appear in person	The Issuing Authority requires applicants to present themselves for biometrics ON SUBMISSION. VPU will do a quality check of documents you provide, load the application online, book the visa appointment and pre-pay the visa for lodgement. A VPU representative easily recognizable in our “Red VPU Shirts” will meet you and guide you through the visa process on the day of your appointment. Applicants under 18 require BOTH parents to attend an appointment for submission of application.		
	Apply to the Schengen country of longest stay. In case of equal duration of stay in multiple Schengen states then apply through the country of first entry.		
Passport	Valid Original passport with a minimum of 3 months validity (after the return date of planned trip). Passport must have a minimum of 2 blank pages (face to face) <ul style="list-style-type: none"> • Photocopy of BIOMETRIC PAGE of passport – preferably in colour • Photocopy of any previous SCHENGEN VISAS (NB **) IF the passport has an issue date of 2021 all passports issued from 2021. They need to submit their old passport as well if not they need to submit unabridged birth certificate and we need to originals.		
ID	Photocopy of applicants ID Document (clear copies only please)		
Application form	FULLY completed application form (completed in black ink in block letters and signed by the applicant) ALL questions MUST be answered in full. Minor applicants (u/18) both parents/legal guardians must sign and date in field 36 and 37. Applicants must also please sign confirming visa fees are non-refundable.		
Photographs	Photographs will be taken at the centre		
Full Itinerary	DO NOT CONFIRM OR PAY FOR AIR TICKETS until visa is processed, Please provide a FULL ITINERARY - day to day - from date of departure to date of return, recording all city visits, transportation from city to city ie: (train tickets/car rental/ flights/ ferries/buses etc)		
Flight Itinerary Car Rental Train Tickets Ferry Tickets Bus Tickets	Copies of return flight bookings from South Africa as well as entry into/out of France or any other Schengen countries must be provided with the name of the applicant clearly reflecting on the booking confirmation. Please provide proof of all other transportation train tickets/car rental/flights/ferries/bus etc. (Embassy requires proof of movement details while in Schengen territories) IF the applicant is being collected by EU Citizen and transiting through one Schengen to another – please provide a copy of EU drivers license, Car registration and short letter. <i>Please ensure that the duration of the trip does not exceed 90 days in a 6 month period.</i>		
Accommodation	Tourist or Business Visits: Proof of confirmed hotel accommodation for each night out of RSA. Accommodation must be directly from the hotel/lodge/holiday home etc reflecting reservation number, traveler’s name, arrival + departure dates and full address + contact details of the hotel/lodge/holiday home etc. Travel Agent/Tour Operator vouchers will not be accepted. Should the travellers’ name not appear on the accommodation confirmation, a CERTIFIED letter confirming the applicant will be staying with the person whose name is on the booking confirmation is required. As well as a certified copy of this person's ID/Passport.		
	Applicants visiting friends or family: <ul style="list-style-type: none"> • Sworn Affidavit invitation (must be certified by the Police) confirming names (both host and traveller), ID Number (both host and traveller) + Occupation 		

	<p>(both host and traveller), dates and accommodation address as well as purpose of stay and who will cover costs.</p> <ul style="list-style-type: none"> • Certified copy of host passport / Id is required. <p><i>Non-resident host must provide proof of ownership of property + residence permit + Passport.</i></p>		
Cruising	<p>Full itinerary, passenger details from the cruise company along with proof of payment of the cruise.</p> <p>Yacht/Sailing: Letter from sailing company or skipper with itinerary for each day and details of applicants travelling for vacation. Certified Yacht registration and copy of passport of the skipper.</p>		
Invitation letter	<p>Business Travellers: Official invitation letter from inviting company in France reflecting full details and purpose of the trip stamped by an official authority in France. All Invitation letters must include full contact information of the host company and must be signed by the host. The invitation must clearly state who will be covering the costs of the trip. If the letter is addressed to the French Consulate, the letters must be written in French. If attending a conference or fair, proof of registration with the organizer is required.</p> <p>Cultural/Sports/Religious events: Official invitation letter by event organizer, reflecting full details and purpose of trip. Enrollment/Entry tickets/Event program + official letter of institution sending the applicant</p> <p>Scholars: Official letter from school confirming attendance.</p> <p>Students; Official letter from college/university confirming attendance or copy of student card. Letter from parents, confirming that they support the student financially + proof of same Certified copies of parents ID or passport</p>		
Employment letter	<p>Original letter stating starting date, position, years of employment, nature of work, type of contract (permanent or temporary) salary/annual cost to company and confirmation of leave approval and date of expected return to SA.</p> <ul style="list-style-type: none"> • If Self employed; proof of company registration and letter from the company's accountant. • Pensioners; Proof from pension fund specifying monthly income 		
Payslip	Copy of latest payslip		
Students - School letter	<p>Official letter from school confirming attendance. Official letter from college/university confirming attendance or copy of student card. Letter from parents, confirming that they support the student financially + proof of same</p>		
Travel Insurance	<ul style="list-style-type: none"> • Must state - Valid for all Schengen States plus France • Minimum Coverage of Euro 30 000.00 (clause to be stated on letter) • Policy letter must state: name of applicant, ID or Passport number, policy number, amount (minimum 30,000Euro) and duration of cover. • Insurance must provide for evacuation, repatriation and emergency transportation as well as emergency in/out of hospital medical treatment or death during the stay. No quotations are accepted. 		
Bank Statements	<p>ORIGINAL statement with <u>Bank Stamp</u>- Latest 3 months Bank Statements (cannot be older than 14days from date of Visa Lodgement). This statement must reflect a regular salary deposit.</p> <p>Bank Statements must be in English ONLY.</p> <p>Approximate balance needs to be equivalent of minimum EURO 90 per day to travel (Savings, Investments and credit card statements can be submitted in addition to prove sufficient funds)</p> <p>Should your spouse/parent/partner be responsible for financial means, please supply a certified letter from spouse/parent/partner confirming responsibility and provide proof (ORIGINAL, Bank Stamped – latest 3 months Bank Statements & a copy of their ID.</p> <p>IF the statements are for a business account, a CK Document or Bank Letter confirming the applicant has signing power must be submitted.</p> <p>FOREIGN PASSPORT HOLDERS PLEASE SEE BELOW RE BANK STATEMENT</p>		
Foreign Passport Holders	<ul style="list-style-type: none"> • In addition to the above listed documents: • Original permanent residence document proving permanent residency. • For temporary residents, the residency must be valid for at least 6 months after the date of return. 		

	<ul style="list-style-type: none"> ● Bank statement with <u>Bank Stamp</u> - E-stamps are accepted. Latest 6 (six) months Bank Statements (cannot be older than 14days from date of Visa Lodgement). This statement must reflect a regular salary deposit. Bank Statements must be in English ONLY. 		
Spouses & Minor Children of EU Passport Holders	<p>In order to waiver the basic visa fee of EUR 60.00, spouses and/or minor children of EU passport holders must submit the following documents at the time of visa lodgement:</p> <ol style="list-style-type: none"> 1. Proof of spouse travelling on the same flights. 2. Spouse - Certified copy of marriage certificate, please take along the original for verification purposes. 3. Minor Children - Certified copy of unabridged birth certificate, please take along the original for verification purposes. 4. Original passport of EU family member + certified copy <p>Documents not produced at time of lodgement will result in full visa fee charge.</p>		
Processing Time	15 Working days from date of appointment		
Travelling with Minors (U/18)	<p>Both parents must sign the visa application form and produce the following:</p> <ul style="list-style-type: none"> ● The minors Unabridged birth certificate (Reflecting father and mother's full names) ● Certified copies of ID/passport of both parents ● Certified copies of Schengen Visa of both parents (if in possession of and if travelling with the child) ● If the minor travels alone; certified parental consent by both parents ● If the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor the relevant court documents / or death certificate. 		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____