Applicant should fill the application and provide all documents required as mentioned hereunder. Only complete applications can be accepted.

**General Requirements for All Schengen Visa**

- Applicant should call over in person. Travel agents or other individuals are not allowed to represent the applicant.
- One application form PER APPLICANT should be perfected with full names. Initials are not acceptable.
- Two recent passport size coloured photographs (full face on white background).
- Valid passport (and previous passports, if any). The validity shall extend at least 3 months after the intended day of departure. It should at least contain two blank pages and shall have been issued within the previous 10 years. Surname and names should be entirely spelled. Initials and titles (“Rev”, “Thero”…) are not acceptable. A copy of the bio page and amendment page should be annexed to the application form.
- Applicant should be in possession of confirmed travel itinerary from an approved travel agent.
- Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30,000 EUR.
- The standard processing fee of 60 EUR charged in LKR (determined in application of the euro foreign exchange reference rate by the European Central Bank) is charged at the time of submitting the application. Applicant should tender correct amount. Children from six to 12 pay 35 EUR. The visa fee is waived to:
  - children below 6,
  - school pupils, students, postgraduate students and accompanying teachers on study tours or educational training
  - researchers carrying out scientific research
  - representatives of non-profit organisations aged 25 or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations
  - diplomatic and official passport holders
- Information enabling an assessment of your intention to leave the Schengen territory
  - proof of financial means (personal/family bank statements (current account, savings books) with balance confirmation letter from the bank)
  - employment (employees: contract of employment, payslips for the last 3 months, documentary proof of your EPF contribution, confirmation of approved paid/unpaid leave; self-employed: business registration, company’s bank statements for the last three months; students: letter of school/university confirming permitted leave)
  - real estate property
  - integration: family ties (birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc.), professional status, residence (Gramasevaka letter certified by the divisional secretary)
- Children
  - must fill in separate application form.
  - can travel in their parent’s passport only if they are under 15 and full names (no initials) of children are endorsed in the parent’s passport.
  - consent of parental authority or legal guardian with birth certificate and copies of parents’ passports or District Court appointment decree.
- Documents indicating the purpose of the journey:

**Tourist/Visitor Visa**

- Duly completed questionnaire
- If inviting party is financing your stay in Schengen: Original certificate of sponsorship and accommodation stamped by the local Schengen authorities (AT: “Elektronische Verpflichtungserklärung: DEL-No.”, CH:...
“Verpflichtungserklärung/Déclaration de prise en charge/Dichiarazione di garanzia”

1 In case of a Swiss invitation please obtain sponsor letter only after being prompted by the Embassy.

2 In case of a German, Austrian or Hungarian invitation letter sponsor’s details are not required.