



## INFORMATION NOTE ON UNIFORM SCHENGEN VISAS

### WHAT IS A UNIFORM SCHENGEN VISA?

It is a permit which is required to enter and remain in Schengen area for a short period of time, for example,

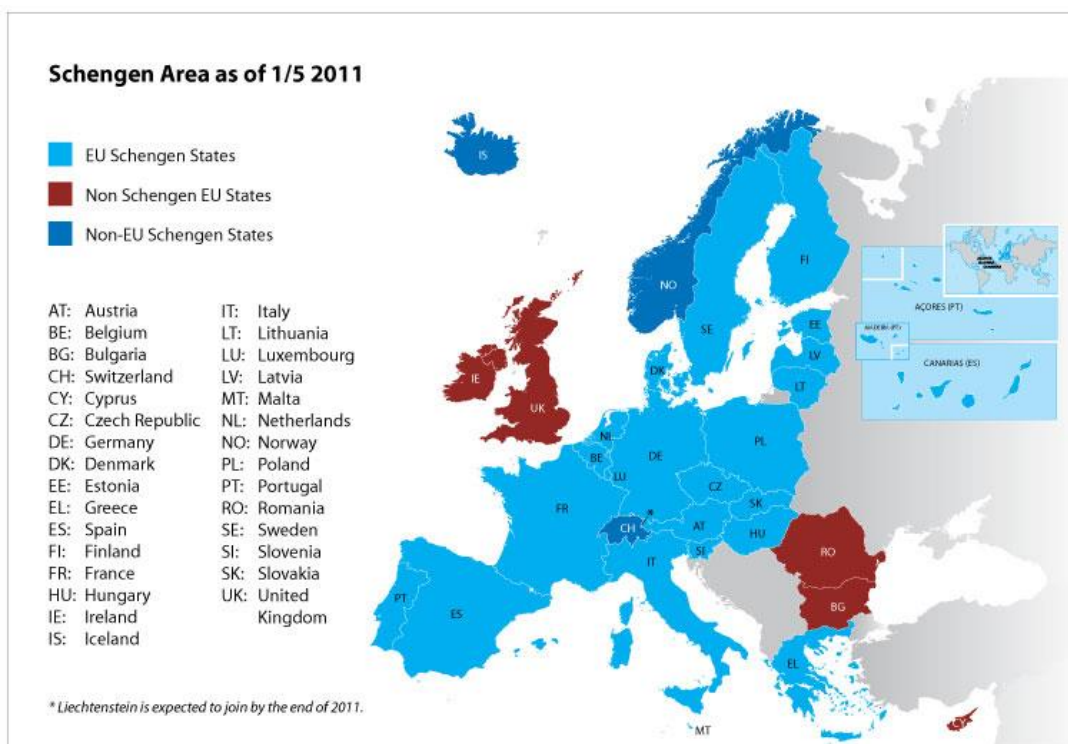
- to visit relatives of friends
- as a tourist
- on business
- to attend a conference
- or simply to transit the country.

A visa is time-limited and is valid for a maximum of 90 days in any six-month period.

A visa granted by any of the Schengen countries is also valid for visits to the others. (In exceptional cases, the visa may only be valid for entry into the issuing country or only for certain countries if the holder's passport is not approved by all the Schengen countries).

### TO WHICH COUNTRIES CAN I TRAVEL ON THE BASIS OF MY UNIFORM SCHENGEN VISA?

AUSTRIA, BELGIUM, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LIECHTENSTEIN (FROM 19.12.2011), LUXEMBOURG, MALTA, NETHERLANDS, NORWAY, POLAND, PORTUGAL, SLOVAKIA, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND.



## **WHO CAN APPLY FOR A SCHENGEN VISA IN JORDAN?**

- Jordan nationals and third-country nationals who are resident in Jordan.
- Third-country nationals legally present but not residing in Jordan, if the applicant provides adequate justification for lodging the application in Jordan.

## **WHICH MEMBER STATE IS COMPETENT FOR EXAMINING AND DECIDING ON MY VISA APPLICATION?**

The Member State competent for examining and deciding on an application for a uniform visa shall be:

- (a) The Member State whose territory constitutes the sole destination of the visit(s).
- (b) If the visit includes more than one destination, the Member State whose territory constitutes the main destination of the visit(s) in terms of the length or purpose of stay.
- (c) If more than one Member State can be considered main destination in terms of the length of purpose of stay, any of those Member States
- (d) If no main destination can be determined, the Member State whose external border the applicant intends to cross in order to enter the territory of the Member States.

## **WHERE CAN I LODGE MY APPLICATION?**

Applications can be either lodged directly at consular office of the destination country or to the external service provider. Please check the web site of the Member State through the links below.

## **WHAT HAPPENS IF MY APPLICATION IS LODGED WITH THE MEMBER STATE THAT IS NOT COMPETENT FOR EXAMINING AND DECIDING ON MY VISA?**

When an application has been lodged, the Member State verifies whether it is competent to examine and decide on it. If the Member State is not competent, it shall, without delay, return the application form and any documents submitted by the applicant, reimburse the visa fee, and indicate which Member State is competent.

## **VISA FEE**

- Applicants shall pay a visa fee of EUR 60.
- Children from the age of 6 years and below the age of 12 years shall pay a visa fee of EUR 35.
- Nationals from the Russian Federation, Ukraine, the Former Yugoslav Republic of Macedonia (FYROM), Serbia, Montenegro, Bosnia - and Herzegovina, Albania, the Republic of Georgia shall pay a visa fee of EUR 35.

**NB! The fee is for examining the visa application and it will not be returned even if a visa is not granted.**

*(Please check the website of the Member State through the links below, since Member States might require a correspondent payment in JOD and/or to a bank account.)*

## **APPLICANTS EXEMPTED FROM VISA FEE**

The visa fee shall be waived for applicants belonging to one of the following categories:

- (a) Children under six years;
- (b) School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training;
- (c) Researchers from third countries travelling for the purpose of carrying out scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research;
- (d) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations.
- (e) relatives of citizens of the EU, Norway, Iceland, Liechtenstein and Switzerland if they are travelling with the relative or will meet in connection with the journey

Note: some Member States might grant additional visa fee waivers for specific categories of applicants. *Please check the website of the Member States.*

## **SERVICE FEE**

Depending on the practise of an individual member State, an additional service fee may be charged by an external service provider.

*(Please check the website of the Member State through the links below)*

## **WHEN CAN AN APPLICATION BE LODGED?**

A visa application should be lodged at least 21 calendar days before the intended visit and cannot be lodged earlier than three months before the start of the intended visit.

An application lodged less than 21 calendar days before the intended departure may be accepted, but the processing time may be up to 15 days and the decision might be taken AFTER the intended date of departure.

It is the applicant's responsibility to take necessary precautions to respect the deadlines where an appointment system is in place.

A Holder of a multiple-entry visa valid for a period of at least six month may lodge the application for a new visa before the expiry of the validity of the visa currently held. However, the validity of the new visa must complement the current visa, a person cannot hold two uniform visas valid for the same period if time.

It is also recommended that you lodge your visa application taking into account national holidays of the country of destination and Turkey. Please note that during holidays the operation of certain consular services may be reduced.

*(Please check the website of the Member State.)*

## **DO I NEED AN APPOINTMENT FOR SUBMITTING MY APPLICATION?**

Applicants may be required to obtain an appointment for the lodging of an application.

*(Please check the website of the Member State.)*

## **WHAT ARE THE DOCUMENTS THAT I NEED TO LODGE MY APPLICATION ?**

The basic documents and other requirements are as follows:

- Application form completely filled in and signed by the applicant.
- Original passport issued within the previous 10 years and valid at least 3 months beyond the end of the intended visit.
- Other persons (minors) covered by one applicant's passport must fill in individual application forms and consequently the individual visa stickers will be affixed in the same travel document, that must contain 2 blank pages per person who wishes to travel to ensure that there is space to affix entry/exit stamps for all visa holders. If minors are travelling with parents' passports, their photos attached to parents' passports.
- Photocopy of the bio-data page of passport / pages with previous visas
- The standard visa fee. Please refer to the information given above concerning fee reductions and waivers.
- Proof of adequate 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

Please note that during the examination of an application the consular office may request additional documents.

## **WHAT IS THE MINIMUM DURATION OF VALIDITY OF TRAVEL DOCUMENTS THAT CAN BE ACCEPTED?**

The travel document presented must be valid at least three months after the intended date of departure from the Member States in case a single- entry visa is applied for.

If a multiple-entry visa is applied for, the travel document must be valid three months after the last intended date of departure.

The travel document **MUST** contain sufficient, and at least two, blank pages – one to affix the visa sticker and one to affix the stamp of the border control authorities.

## **SHOULD I HAVE A STAMP ON MY PASSPORT INDICATING THAT MY VISA APPLICATION IS ADMISSIBLE?**

When an application is admissible, the competent consular office stamps the applicant's travel document.

This stamp indicates the Member State examining the application, the date of application (i.e. 22.4.2011) and the authority examining the visa application

This stamp has no legal implications, and when a visa is issued, the sticker is placed on the page where the stamp has been affixed.

Diplomatic and service passports are not stamped.

## **DO I HAVE TO GO THROUGH AN INTERVIEW?**

Please note that during the examination of an application the consular office may call the applicant for an interview.

## **HOW LONG DOES IT TAKE TO DECIDE ON MY APPLICATION?**

Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible.

That period may be extended up to a maximum of 30 calendar days in individual cases, notably when further scrutiny of the application is needed.

Exceptionally, when additional documentation is needed in specific cases, the period may be extended up to a maximum of 60 calendar days.

## **WHAT CAN I DO IF THE VISA IS REFUSED?**

As of 5<sup>th</sup> April 2011, applicants who have been refused a visa shall be informed by an official refusal letter and may have the right to appeal in accordance with the national law of the concerned Member State.

Appeals shall be conducted against the Member State that has taken the final decision on the application and in accordance with the national law of that Member State.

Each Member State shall indicate the references to the national law and the procedure relating to the right of appeal, including the competent authority with which an appeal may be lodged, as well as the time limit for lodging such an appeal.

You will find this information in the form for notifying and motivating refusal that you will be given for such purpose.

## **WHAT DOCUMENTS DO I HAVE TO TAKE WITH ME WHEN I TRAVEL ON A SCHENGEN VISA?**

Mere possession of a Schengen visa does not mean that the holder has an automatic right to enter the Schengen Area (i.e. the territory of the countries that issue Schengen visa).

At the external border, the visa holder may be requested to produce documents justifying the purpose and conditions of the intended stay and that they have sufficient means of subsistence, both for the period of the intended stay and for the return to their country of origin or transit to a third state into which they are certain to be admitted, or are in a position to acquire such means lawfully. The applicant's should also be in possession of an adequate travel medical insurance

valid throughout the territory of the Member States and cover the entire period of intended stay or transit (see details above).

**WHAT RULES APPLY IF MY FAMILY MEMBERS are EU/EEA NATIONALS?**

If you are a family member of an EU/EEA or Swiss national you may qualify for an accelerated free visa procedure as long as you meet the following criteria:

- 1.- You are a family member (this includes a spouse, registered partner, child who is under 21 or a depending family member) of an EU/EEA or Swiss national (or of his/her spouse/registered partner); AND
- 2.- That EU/EEA national or Swiss national is residing in another Member State than that of which he/she is a national or travelling there to take up residence; AND
- 3.- You are accompanying the EU/EEA or Swiss national or planning to join him/her for residence.

The visa should be applied for at the consular office of the country of future residence of the EU/EEA or Swiss national, not at the consular office of his/her country of origin.

If you think you qualify for visa facilitation you will need to show proof that you meet these criteria when you submit your visa application.