

# **Visiting Europe**



**INTERNATIONAL SUPPORT SERVICE GUIDES**

## **Visiting Europe**

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If you are planning to travel to Europe for a holiday or to attend a conference, you may need to apply for a visa.

**Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland** have signed up to the **Schengen Visa Scheme**. This scheme allows those wishing to visit certain countries within Europe to travel using only one visa. These countries share a central immigration database and common visa processing and issuing procedures.

You will still be subject to immigration control at each port of entry, but having a valid visa for one of the countries usually enables you to travel freely throughout the Schengen space for up to three months.

Nationals of EEA do not have to obtain a Schengen visa. Neither do nationals of Argentina, Australia, Brazil, Brunei, Canada, Costa Rica, Chile, Croatia, El Salvador, Honduras, Hong Kong (SAR), Guatemala, Japan, Korean Republic (South), Israel, Macao, Malaysia, Mexico, New Zealand, Nicaragua, Panama, Paraguay, Singapore, Uruguay, USA or Venezuela. This list isn't exhaustive and can sometimes vary even between Schengen member countries.

Other countries in Europe have their own individual visa requirements. It is advisable to check with the embassy or consulate of the country that you are visiting to confirm if a visa is required.

### Exchange and Study Abroad Students holding a UK visa valid for 6 months or less

The French Consulate, London, is no longer able to process visa applications of holders of 'C-Visit' visas or of a British visa valid for 6 months or less. People must apply for their Schengen visas before travelling to the UK in their country of residence.

Potentially, it is risky to apply to other Schengen countries, although information is not clear on this at the moment. Only the French Embassy has posted this information on their website at present.

## ***Visiting Europe***

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The **Airport Transit Visa** allows you to move through the international transit zone of an airport in a Schengen member state before flying straight on to another destination. You are not permitted to go out of the transit zone of the airport.

The **Transit Visa** allows you to pass through the territory of one or more Schengen States on your way to another country. Usually, a transit visa is valid for 1-5 days and for 1-2 entries.

The **Short Stay** or **Travel Visa** is suitable if you wish to visit the Schengen states for up to three months in any six-month period. This is the most common type of visa for students wanting to travel in the Schengen space as tourists or to attend conferences.

If you wish to travel more than once into the Schengen space during a three-month period, you could apply for a **Multiple Entry Visa**. This will allow you to return to the UK between visits to the Schengen countries. The application for a multiple entry visa may not be successful unless you have evidence of all the travel arrangements and bookings.

### **Applying for a Schengen visa**

If you are visiting only one country in the Schengen space, you should apply at the embassy or consulate of that country.

If you are visiting several countries, you should apply at the embassy or consulate of the country that is your main destination - the country where you will spend the most time.

If you are spending an equal length of time in each of several countries, you should apply at the embassy or consulate of the country that you will enter first.

### **Contacting Schengen embassies and consulates**

Some embassies and consulates will accept postal applications and some operate appointment-only services for in-person applications. Sometimes you can submit your application in person, and provide a Special Delivery envelope for your passport to be returned to you.

## **Visiting Europe**

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If you need an urgent appointment, such as for visiting a very sick family member or relative or for attending a funeral, it may be possible for you to arrange this by faxing the embassy or consulate with your request and evidence of the need for urgent travel.

If you telephone any of the recorded information lines (numbers starting 09065), ensure that you have enough money to call as most lines cost around £1.50 per minute.

For information on the application procedure you should follow, you should contact the relevant embassy or consulate using the contact details provided below.



### **Austrian Embassy**

Visa Department, 18 Belgrave Mews West, London, SW1X 8HU

<http://www.bmeia.gv.at/en/embassy/london.html>

email [london-ob@bmeia.gv.at](mailto:london-ob@bmeia.gv.at)

tel. 0203 002 5936 (must pay booking fee with credit card of approximately £11)

### **Belgian Embassy – VFS Visa Application Centre**

1-8 Bateman's Building, South Soho Square, London, W1D 3EN

[www.vfs-be-uk.com/](http://www.vfs-be-uk.com/)

tel. 0871 376 0023

### **Embassy of the Czech Republic**

Visa Department, 30 Kensington Palace Gardens, London, W8 4QY

<http://www.mzv.cz/london/en/index.html>

email [visa.london@embassy.mzv.cz](mailto:visa.london@embassy.mzv.cz)

information line 09065 508 931

### **Royal Danish Embassy**

55 Sloane Street, London, SW1X 9SR

[www.denmark.org.uk](http://www.denmark.org.uk)

email [lonamb@um.dk](mailto:lonamb@um.dk)

tel. 0207 333 0200

## **Visiting Europe**

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### **Estonian Embassy**

16 Hyde Park Gate, London, SW7 5DG

[www.estonia.gov.uk](http://www.estonia.gov.uk)

email [london@mfa.ee](mailto:london@mfa.ee)

tel. 0207 838 5388

### **Embassy of Finland**

38 Chesham Place, London, SW1X 8HW

[www.finemb.org.uk](http://www.finemb.org.uk)

email [sanomat.lon@formin.fi](mailto:sanomat.lon@formin.fi)

tel. 0207 838 6200

### **French Consulate in London**

21 Cromwell Road, London, SW7 2EN

[www.ambafrance-uk.org](http://www.ambafrance-uk.org)

tel. 0845 7300 118

### **Embassy of the Federal Republic of Germany**

23 Belgrave Square, London, SW1X 8PZ

[www.london.diplo.de](http://www.london.diplo.de)

tel. 0207 824 1465 for general visa enquiries (Mon-Thurs 13.30-15.30).

### **Embassy of Greece**

1a Holland Park, London, W113TP

[www.greekembassy.org.uk](http://www.greekembassy.org.uk)

tel. 0207 313 5600/0207 313 5609

### **Embassy of the Republic of Hungary**

35 Eaton Place, London, SW1X 8BY

[www.mfa.gov.hu/emb/london](http://www.mfa.gov.hu/emb/london)

email [mission.lon@mfa.gov.hu](mailto:mission.lon@mfa.gov.hu)

tel. 0207 201 3440

## **Visiting Europe**

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### **Embassy of Iceland**

2A Hans Street, London, SW1X OJE

<http://www.iceland.is/iceland-abroad/uk/>

email [info@iceland.is](mailto:info@iceland.is)

tel. 0207 245 9649

All Schengen visa applications are processed by the Danish Embassy.

### **Consulate of Italy in London**

14 Three Kings Yard, London, W1K 4EH

<http://www.amblondra.esteri.it/>

email [ambasciata.londra@esteri.it](mailto:ambasciata.londra@esteri.it)

tel. 0207 312 2200

### **Latvian Embassy**

45 Nottingham Place, London, W1U 5LY

<http://www.am.gov.lv/en/london/visas/>

tel. 0207 312 0040

### **Lithuanian Embassy**

Lithuanian House, 2 Bessborough Gardens, Westminster, London, SW1V 2JE

[www.lithuanianembassy.co.uk](http://www.lithuanianembassy.co.uk)

email [consular@uk.mfa.lt](mailto:consular@uk.mfa.lt)

tel. 0207 592 2840

### **Embassy of Luxembourg**

27 Wilton Crescent, London, SW1X 8SD

<http://londres.mae.lu/en>

email [londres.amb@mae.etat.lu](mailto:londres.amb@mae.etat.lu)

tel. 0207 235 6961

### **Malta High Commission**

Malta House, 36-38 Piccadilly, London, W1V 0PQ

<http://www.foreign.gov.mt/>

email [visa.mfa@gov.mt](mailto:visa.mfa@gov.mt)

Tel. 0207 292 4806

## **Visiting Europe**

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### **Netherlands Consulate**

38 Hyde Park Gate, London, SW7 5DP

[www.netherlands-embassy.org.uk](http://www.netherlands-embassy.org.uk)

tel. 0207 590 3200

### **Norwegian Consulate**

Consular Section, 25 Belgrave Square, London, SW1X 8QD

[www.norway.org.uk](http://www.norway.org.uk)

email [emb.london@mfa.no](mailto:emb.london@mfa.no)

tel. 0207 591 5500

### **Polish Consulate**

73 New Cavendish Street, London, W1W 6LS

[www.londynkg.polemb.net](http://www.londynkg.polemb.net)

email [london.visa@msz.gov.pl](mailto:london.visa@msz.gov.pl)

tel. 0207 291 3900/3914/3934

### **Portuguese Consulate General**

1 Portland Place, Manchester, M1 3BE

[www.secomunidades.pt/vistos/index.php/en](http://www.secomunidades.pt/vistos/index.php/en)

email [consulado@manchester.dgaccp.pt](mailto:consulado@manchester.dgaccp.pt)

tel. 0161 236 0990

### **Embassy of Slovakia**

25 Kensington Palace Gardens, London, W8 4QY

[www.slovakembassy.co.uk](http://www.slovakembassy.co.uk)

email [emb.london@mzv.sk](mailto:emb.london@mzv.sk)

tel. 0207 313 6470

### **Embassy of the Republic of Slovenia**

10 Little College Street, London, SW1P 3SJ

<http://london.embassy.si/index.php?id=353&L=1>

email [vlo@gov.si](mailto:vlo@gov.si)

tel. 0207 222 5700

## **Visiting Europe**

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### **Spanish Consulate in London**

20 Draycott Place, London, SW3 2RZ

[www.conspalon.org](http://www.conspalon.org)

email [cog.londres@maec.es](mailto:cog.londres@maec.es)

tel. 0207 589 8989

### **Embassy of Sweden**

11 Montagu Place, London, W1H 2AL

<http://www.swedenabroad.com/>

email [ambassaden.london-visum@foreign.ministry.se](mailto:ambassaden.london-visum@foreign.ministry.se)

tel. 0207 917 6413/6418

### **Embassy of Switzerland and Principality of Liechtenstein**

16/18 Montagu Place, London, W1H 2BQ

[www.swissembassy.org.uk](http://www.swissembassy.org.uk)

email [visaswiss.uk@vfshelpline.com](mailto:visaswiss.uk@vfshelpline.com)

tel. 0207 616 6000

## ***Visiting Europe***

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### **Countries outside the Schengen area**

Cyprus and Ireland are outside the Schengen space. If you would like to visit any of these countries, you should apply for a visa at their individual embassies.

### **Cyprus High Commission**

13 St James' Square, London, SW1Y 4LB

[http://www.mfa.gov.cy/mfa/highcom/highcom\\_london.nsf](http://www.mfa.gov.cy/mfa/highcom/highcom_london.nsf)

email [cyprusconsulate@btconnect.com](mailto:cyprusconsulate@btconnect.com)

tel. 0207 3214 101/102/103/104

Note - Third country nationals that hold a **type C** (single, double, multiple entry), **valid** Schengen visa do not require a Cyprus visa provided that they have a valid RESIDENCE PERMIT (**NOT an entry Clearance**) for the United Kingdom and that they have already entered a Schengen state with this visa at least once. Those who are eligible to travel under this directive may do so provided that their Schengen visa is valid on their return from Cyprus.

### **Embassy of Ireland**

Passport and Visa Section, 114a Cromwell Road, London, SW7 4ES.

[www.embassyofireland.co.uk](http://www.embassyofireland.co.uk)

Visa enquiries: 0906 6610197 (calls cost £1.50 per minute)

## **Visiting Europe**

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### **Documents to include in a visa application**

Although you can find out the exact visa requirements for each individual embassy or consulate from their websites or telephone information lines, there are some standard documents that you should provide with your application:

- A completed application form. (Download from the website or request for one to be posted to you.)
- 2-3 recent passport photos.
- A passport for each person travelling, with a **UK visa valid for at least 3 months** beyond the date of your expected visit to Europe.
- The appropriate fee paid either by postal orders, card or cheque (most embassies and consulates charge around £40, see individual websites for exact amounts).
- A University letter giving details and dates for your course registration. For undergraduate students in The Faculty of Medicine and Health Sciences and School of Education, the School Office will provide letters. For all other requests, you can complete the online form at [www.nottingham.ac.uk/academicservices/currentstudents/requestaletter.aspx](http://www.nottingham.ac.uk/academicservices/currentstudents/requestaletter.aspx) or request the letter at The Student Services Centre nearest to you. This is also where you will collect the letter (unless provided by Faculty of Medicine and Health Sciences or Schools of Education, in which case, collect directly).
- A tuition fee receipt may also be useful to show that you school fees are up to date. You can get this from the Student Services Centre.
- Evidence of sufficient funds for the trip. This may be recent bank statements or credit card statements. Most countries do not state the exact amount required but Austria and the Netherlands suggest budgeting for a **minimum of £30 per day**.
- Proof of purpose of the visit, for example bookings and reservations, an itinerary of a tour if applicable or an invitation letter from your host. Some countries expect invitation letters from friends or conference organisers to be verified by the local town hall or police station.
- You may also be asked to provide evidence of medical insurance.

All documents must be originals, and most embassies and consulates ask for you to provide photocopies as well.

The length of time that it takes to process an application varies between one and several weeks. It is very important that you apply in plenty of time before your planned trip. The embassies and consulates become extremely busy around Easter and summer vacation times, and visa processing

## ***Visiting Europe***

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may take longer than usual. It can also be difficult to secure a visa if you are coming towards the end of your course in the UK so it is vital to **start planning as early as possible**.

### **Good practice for travelling abroad**

- Make sure you have adequate travel insurance. Some holiday companies include insurance with your booking, but otherwise it is wise to buy your own. Investigate Pioneer Travel and Endsleigh Insurance in the Student Union for competitive prices.
- Whilst away, leave your valuables, passport, tickets and spare cash in the hotel safe or other secure place. Carry only a photocopy of your passport and the minimum amount of cash that you need for the day.
- Remember to always be aware of your personal safety when travelling. This is particularly important when travelling in an unfamiliar environment. Be safe and sensible and make sure to keep a close watch on your belongings at all times.
- Do not overstay your visa and remember that the laws and procedures may be different to those in the UK or in your home country.
- If you have anything stolen, report it to the local police right away and obtain a police statement about the loss as you will need one to claim against your insurance.
- Contact your bank before travelling to obtain the relevant 24-hour emergency telephone number to report your cards stolen and to cancel them if necessary. Similarly, take with you the contact details of the issuing agent for your traveller's cheques and tickets.
- The network service that allows you to use your UK mobile telephone abroad is called international roaming. Contact your network provider to ensure your phone is enabled for this.
- Record on paper or pre-programme into your mobile the telephone number of the appropriate Embassy/ Consulate for your nationality in the country you're visiting.
- Leave your contact details with a friend in the UK so they can get in touch with you if there is a problem in Nottingham.

## Visiting Europe

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The University of  
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We offer an appointment service between 2pm and 4.20pm Monday to Thursday at the Student Services Centre on University Park Campus. Appointments must be booked at the Student Services Centre in Portland Building or via telephone on: 0115 951 3710. This is term time only.

We also offer a drop in service, no appointment needed at the International Office on Jubilee Campus between 1pm and 4pm Monday – Friday throughout the year.

In addition, we offer a series of workshops on a range of topics which can be booked online. See [www.nottingham.ac.uk/international/current\\_students/student\\_support](http://www.nottingham.ac.uk/international/current_students/student_support) for further information.

The information in this leaflet is given in good faith and correct at the time of writing (**March 2012**). It has been carefully checked with UKCISA and The Border and Immigration Agency, but the University of Nottingham accepts no responsibility for the accuracy of the information.

If you would like any further information or assistance, please contact the International Support Services Team. The Advisers, Rosemary Gibson, Hong Sun, Ruth Hudson, Helen Rylands, Laura Braslins, Daniel Revell and Deborah Webb, are authorised to provide immigration advice and services by an order made under Section 84 (4) (d) of the Immigration and Asylum Act 1999.

If at any time you are not happy with the advice you have been given by the International Support Services Team, in the first instance you should raise this with the Head of the International Support Services Team or the Director of the International Office. If the matter is not resolved or you are still unhappy, you can make a complaint to the OISC (Office of the Immigration Services Commissioner) via their website [www.oisc.gov.uk](http://www.oisc.gov.uk)

International Office, Jubilee Campus, Wollaton Road, Nottingham, NG8 1BB  
[www.nottingham.ac.uk/international/current\\_students/student\\_support](http://www.nottingham.ac.uk/international/current_students/student_support)  
Tel. 0115 951 5247

Email: [international-support@nottingham.ac.uk](mailto:international-support@nottingham.ac.uk)