



# Advice guide: Travelling in Europe

Students from outside of the EU and EEA who want to travel to Europe should check if they need a visa to travel or not. A number of European countries are part of an agreement called the Schengen Agreement. This means that you can obtain a single visa to travel in those countries.

The Schengen Visa Agreement allows those wishing to visit certain countries within the European Economic Area (EEA) (and Switzerland) to travel between these countries using only one visa. This guide is designed for students looking to travel within the Schengen area.\*

\*Please note that countries outside the Schengen area may have their own visa requirements and we are unable to provide advice on travel to these countries.

## Which countries are part of the Schengen Agreement?

The following countries are currently part of the Schengen Agreement:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland

## What type of Schengen Visa should I apply for?

### Short-stay tourist visa

The short stay or travel visa is a short-stay visa that allows a person to travel to any members of the Schengen Area for a maximum of **90 days within a six-month period**, under the purpose of traveling or visiting Europe for pleasure.

### Airport transit visa

The airport transit visa allows the traveller to travel through the international transit zone/ area of an airport of a member state, but not to exit this zone/ area before the fly onto their next destination.

### Transit visa

The transit visa enables a traveller to pass through the territory of more Schengen countries on their way to another country outside of the Schengen area and can be issued for a maximum of 5 days.

## How and where to apply for a Schengen visa?

- If you want to visit **one** country within the Schengen area, you need to apply to the Embassy/Consulate/Visa processing centre of that country.





- If you want to visit **more than one** country within the Schengen area, you need to apply to the Embassy/Consulate/Visa processing centre of the country where you will **spend the most time**.
- If you intend to spend equal amounts of time in several countries, you need to apply to the Embassy/Consulate/Visa processing Centre of the **country you will visit first**.

You can apply for a multiple entry visa if you wish to travel more than once into the Schengen space during a three-month period. However, you may be required to show evidence of all the travel arrangements and bookings with your initial application. Please contact the relevant Embassy/ Consulate or Visa Processing Centre for clarification.

You should also check the process with the relevant Embassy/ Consulate or Visa Processing Centre for details of exactly where to apply. Some countries have the application form available as a PDF file, which you can download and complete. Some countries have the application form available online. Each country will have a list of specific visa fees, eligibility criteria and supporting documents that are required to be submitted with your application.

### **When to apply for a Schengen visa?**

You will usually need to plan travel around your studies and it is a good idea to plan things in advance. We strongly advise you not to take time out of your studies to travel, so it is advisable to plan travel outside term time. If you are intending to travel within term time, you would need to request a leave of absence from your academic school before booking your travel.

You will need to apply for your Schengen Visa at least 15 days before your intended journey, but applications for some nationalities may take longer to process. Therefore, we advise that you submit your Schengen Visa application 60-90 days before the date of departure.

Please note that whilst some countries process Schengen visa applications themselves, some of the countries use private companies/ agents to process applications, so processing times may differ considerably.

### **How much will it cost?**

The Schengen Visa application fee for most adults is 80 Euros. However, this can vary depending on a number of factors. You should check the visa application fee and any additional service charges that may exist with the service provider

### **What do you need to submit with the application?**

You must take your completed and signed application form and the required supporting documents to attend an in-person appointment at the specified location to have your application processed. This will usually be at the Embassy or Consulate of the country you are visiting to have the application processed.





The standard documents that you would need to submit are listed below. However, please note that countries may have more specific requirements, so it is very important that you check the specific requirements of the country you are applying to prior to applying.

- **Fully completed and signed visa application form.**
- **Recent photograph/s**
- **Original passport or official travel document**
- **Medical insurance** to cover the period of travel with the required cover
- **Proof of purpose of travel** (letter of invitation letter/ define reason for trip)
- **Proof of accommodation** (booking/rental agreement/letter of invitation)
- **Evidence of sufficient funds to complete the trip**
- **Proof of paid visa fee**
- **Evidence of student enrolment status** (you can download this via your e-vision)\*  
\*If you require a more bespoke letter, you can purchase one of these from our online shop, specifying your requirements: <https://onlineshop.tees.ac.uk/product-catalogue/student-records/letters>.

### **Planning your trip and returning to the UK**

Generally, your passport and Student Visa must be valid for at least three more months beyond the date you plan to leave the Schengen Area, **but some embassies may require longer**. You may be asked to provide certain documents upon your return to the UK. It is recommended you have evidence of your financial support (e.g. bank statements/ letter from sponsor/ receipt for tuition fee), evidence of your student status and photocopies of all the documents you used to apply for your Schengen visa upon your return to the UK. Please note that if you travel between the end of your course and before your graduation there is always a risk that you could be refused re-entry to the UK (when you are no longer considered a '*student*').

### **Further advice:**

#### **International Advice Service:**

If you require specific advice, please contact the International Advice Service:  
[International@tees.ac.uk](mailto:International@tees.ac.uk).

**UK Council for International Student Affairs (UKCISA)** also offer advice for Schengen travel  
<https://ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Travel-in-Europe>.





### Individual country advice/application forms:

Austria	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Belgium	<a href="https://be.tlscontact.com/gb/LON/index.php">https://be.tlscontact.com/gb/LON/index.php</a>
Czech Republic	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Denmark	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Estonia	<a href="https://london.mfa.ee/how-to-apply-for-a-schengen-visa/">https://london.mfa.ee/how-to-apply-for-a-schengen-visa/</a>
Finland	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
France	<a href="https://france-visas.gouv.fr/en_US/web/france-visas/ma-demande-en-ligne">https://france-visas.gouv.fr/en_US/web/france-visas/ma-demande-en-ligne</a>
Germany	<a href="https://www.visametric.com/uk/germany/en/p/schengen-visa">https://www.visametric.com/uk/germany/en/p/schengen-visa</a>
Greece	<a href="https://uk-gr.gvcworld.eu/">https://uk-gr.gvcworld.eu/</a>
Hungary	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Iceland	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Italy	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Latvia	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Liechtenstein	[no link currently available]
Lithuania	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Luxembourg	[no link currently available]
Malta	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
The Netherlands	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Norway	<a href="https://www.vfsglobal.com/norway/unitedkingdom/">https://www.vfsglobal.com/norway/unitedkingdom/</a>
Poland	<a href="https://www.gov.pl/web/unitedkingdom/visas">https://www.gov.pl/web/unitedkingdom/visas</a>
Portugal	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Slovakia	<a href="https://www.mzv.sk/web/londyn-en/visa">https://www.mzv.sk/web/londyn-en/visa</a>
Slovenia	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Spain	<a href="https://uk.blsspainvisa.com/london/index.php">https://uk.blsspainvisa.com/london/index.php</a>
Sweden	<a href="https://www.vfsglobal.com/en/individuals/index.html">https://www.vfsglobal.com/en/individuals/index.html</a>
Switzerland	<a href="https://ch.tlscontact.com">https://ch.tlscontact.com</a>

