

Guidelines on Schengen Visa



Revision History

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1. What is a Schengen visa?

- A transit through or an intended stay in the territory of the Schengen countries for a duration of not more than 90 days in a 180-day rolling period ("short-stay visa").
- Transit through the international transit areas of airports of the Schengen countries ("airport transit visa").

Generally, this visa allows you to visit any of the Schengen countries during the same trip, within the validity of the visa. If you wish to remain in a Schengen country for longer than 90 days or take up employment, you must apply for a Work Permit.

2. Which countries are part of the Schengen Area?

The Schengen area covers 26 countries ("Schengen States") without border controls between them.

Austria, Belgium, The 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, and Switzerland

3. At which consulate do I submit my visa application?

If traveling to Single Schengen country –

You must apply for a Schengen visa at the Embassy/Consulate of the country you intend to visit.

If traveling to multiple Schengen countries –

A) If you intend to visit more than one Schengen country, you need to apply for the visa from the Embassy/Consulate of the country of your primary destination (i.e. main purpose of stay or longest stay).

B) If you intend to visit several Schengen countries and the stays will be of equal length, you must apply at the Embassy/Consulate of the country whose external borders you will cross first when entering the Schengen area.

4. My visa has been issued by one Schengen country, could I use this visa to make a trip to other Schengen countries?

- According to the Schengen rules, the Schengen visa is generally valid for all the countries in the Schengen area. However, you should always apply at the consulate of the country which is your primary destination (i.e. main purpose of stay or longest stay).
- Also, you need to mention in the visa application that you are traveling to multiple countries at a stretch and need to submit the invite letters of all the countries in which the dates should not overlap.
- When you raise a Visa request in the MyBusinessVisa tool, you need to do it for the country wherein your stay is maximum and, according to that country's process, you will get the invitation letter. For other countries' invite letter, you need to get the invite letters from the



onsite teams and can get in touch with India International Assignment Services (IAS) team for any more details or clarification.

Below are few examples of scenarios of Schengen visits:

Example 1: Traveling to France & Germany at a stretch & France is 1st port of entry and maximum duration of stay.

If this is the case, then Visa needs to be applied at France Embassy/Consulate. Below are the steps for the same:

- You need to raise a visa request for France in MyBusinessVisa. You will get the invite letter for France in MyBusinessVisa if you are traveling for France based project and if you are traveling for Non- France based project, you have to get the invite letter from the client & upload the same in the MyBusinessVisa.
- You need to get the invite letter offline i.e. outside MyBusinessVisa for Germany and also attach the same with the soft copy of the invite letter of the France application and the dates should not overlap in the France and Germany invite letters.
- While filling up the visa form, you need to confirm that you will be traveling to other Schengen countries

Example 2: Traveling to The Netherlands & Sweden. The maximum duration of stay is in The Netherlands whereas 1st port of entry is Sweden.

If this is the case, then you need to apply for a visa from The Netherlands Embassy/Consulate:

- You need to raise a visa request for the Netherlands in the MyBusinessVisa. Once done you will get the invite letter for the Netherlands in MyBusinessVisa if you are traveling for a Netherlands-based project, and if you are traveling for a non-Netherlands-based project, you have to get the invite letter from the client & upload the same in MyBusinessVisa.
- You need to get the invite letter offline for Sweden and also attach the soft copy of the invite letter of the Netherlands application along with it and the dates should not overlap in the Sweden and Netherlands invite letter.
- While filling up the visa form, you need to confirm that you will be traveling to another Schengen country & the first port of entry is Sweden.

Example 3: Traveling to a single Schengen country but will return to India and travel to another Schengen country

This will be considered as one country visit and you need to apply for a visa from the Embassy/Consulate of the first country of visit. And if the Embassy/Consulate provides the multiple entry visa with extended validity & duration of stay, then you can utilize the same visa to travel to your next Schengen country. If your visa expires, then you need to apply for a new visa again.

Example 4: Have a valid visa which is issued recently but not utilized for travel to that country:

New recent visa: You need to cancel the unutilized visa and apply from that country's Embassy/Consulate to where you would be traveling to, as your entry can be denied by the Immigration officer at the port of entry.

Old visa: If you have an old visa that is issued before 6 months and you have not traveled on that visa:

International Assignment Services (IAS) team can approve the travel, but this will be treated as an exception. You should have a valid reason for not traveling on this visa as well as an email from the onsite manager or the client stating that your travel was canceled.



- **Duration of stay:** DAYS indicates the number of days you may stay in the Schengen area. The days should be counted from the date you enter the Schengen area (the entry stamp) to the date you exit the Schengen area (the exit stamp), i.e. both days included.
- **The validity of the visa:** The period between "FROM ...UNTIL" is usually longer than the number of days printed in the "DURATION OF STAY" field. The difference in period is meant to give you the flexibility to plan your entry into and exit from the Schengen area, but your stay in the Schengen area must never exceed the exact number of days in the "DURATION OF STAY ...DAYS" field. No matter how many days you have stayed in the Schengen area, you must leave no later than the date printed in the "UNTIL" field."

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