

EMBASSY OF FRANCE IN MALAYSIA

SHORT STAY SCHENGEN VISA APPLICATION

- **Document or photocopy missing = incomplete file = high risk of visa refusal;**
- File fees (not refundable) : exchange value of 60 euros (\approx 250.00RM in cash)
- **EACH FAMILY MEMBER SHOULD HAVE A SEPARATE, COMPLETE FILE**

REQUIREMENTS:

<input type="checkbox"/>	1.	The present list of documents on which you will have ticked each document attached and copies
<input type="checkbox"/>	2.	1 short stay Schengen visa form fully filled and signed
<input type="checkbox"/>	3.	1 identity photography . The photo must be recent (2,5cm x 3,5cm), clearly showing the face, the forehead hairline and ears on a white background.
<input type="checkbox"/>	4.	<u>ORIGINAL + 1 PHOTOCOPY</u> : valid passport – only identity pages The passport should be issued less than 10 years ago and valid for at least 3 months after the departure from Schengen states. It should contain at least 2 blank visa pages .
<input type="checkbox"/>	5.	<u>ORIGINAL + 1 PHOTOCOPY</u>: Employment pass / S pass / Dependant pass / Student pass / work permit / PR card (re-entry permit for PR should be given too) ...
<input type="checkbox"/>	6.	<u>ORIGINAL + 1 PHOTOCOPY</u>: Flight reservation/booking with confirmed dates
<input type="checkbox"/>	7.	<u>ORIGINAL + 1 PHOTOCOPY</u>: Proof of accommodation ► confirmed hotel reservation for the whole length of your stay in all Schengen countries. Address and dates should be stated ► if you are staying with family or friend(s) you must present an “ Attestation d’Accueil ” that your host must obtain from their City Hall in France.
<input type="checkbox"/>	8.	<u>ORIGINAL + 1 PHOTOCOPY</u> : Financial guarantee. <input type="checkbox"/> your last 2 month bank statement showing transactions and your name, AND <input type="checkbox"/> a letter from your employer in Malaysia mentioning your annual salary, your position, date of employment and dates of leave <input type="checkbox"/> If you have a saving account, do not hesitate to include it. <input type="checkbox"/> if your financial means are not sufficient, you may also provide commitment letter from your sponsor stating he/she will be responsible for all your expenses, a proof of his/her financial means (as mentioned above) and a copy of their passport.
<input type="checkbox"/>	9.	<u>ORIGINAL + 1 PHOTOCOPY</u> Travel insurance Your name and dates of coverage should be stated on the policy. The insurance should cover the following : medical expenses, hospitalization and repatriation costs incurred for at least 30,000€ during your stay in Europe
<input type="checkbox"/>	10.	<u>FOR BUSINESS TRIPS: ORIGINAL + 1 PHOTOCOPY</u> An official business invitation letter from a company in France and a letter from your employer in Malaysia stating: ► that you are going to France on their behalf and the purpose of your visit ► the name address and contact number of the company to be visited ► that your employer takes full responsibility for all your expenses incurred while in France ► that they guarantee your return to Malaysia
<input type="checkbox"/>	11.	<u>FOR APPLICANTS UNDER 18</u> ► A parental authorization form if not travelling with both parents ► ORIGINAL + 1 PHOTOCOPY birth certificate ► 1 PHOTOCOPY passports of both parents
<input type="checkbox"/>	12.	<u>FOR NON WORKING SPOUSES</u> Copy of wedding certificate and your spouse's passport

French Embassy website: www.ambafrance-my.org