



Last update: 08/07/2013

| <u>Seaman' Transit Visa Checklist</u> | | yes | no | n/a |
|--|--|-----|----|-----|
| 1) | Application Form (<i>one per applicant perfected with full names, no initials</i>) | | | |
| 2) | Two recent passport photographs (<i>full face on white background, one attached to the application</i>) | | | |
| 3) | Fee of 60 EUR to be paid in LKR | | | |
| 4) | Current and (if any) all previous passports - <i>Current passport must be valid for at least 3 months beyond the intended stay.</i> - <i>Surname and names should be entirely spelled. No initials.</i> - <i>A copy of the bio page and amendment page should be annexed to the application form.</i> - <i>Passport shall contain at least two blank opposing pages.</i> | | | |
| 5) | Travel medical insurance <i>valid for the length of stay and for all Schengen states covering medical repatriation, emergency medical and hospital care. A minimum cover of 30.000 EUR is mandatory.</i> | | | |
| 6) | Visa of Country of Final Destination (if applicable) | | | |
| 7) | Seaman's Book <i>A copy of all inscribed pages should be annexed to the application.</i> | | | |
| 8) | Travel itinerary | | | |
| 9) | Invitation / Sponsorship <i>Invitation letter of the Shipping Agent in the Schengen state indicating</i> - <i>Boarding date</i> - <i>Joining port</i> - <i>Name and IMO No. of vessel</i> - <i>Reference in Schengen Country (name of company name, contact person, address, phone no.)</i> - <i>Declaration of Sponsorship</i> | | | |
| 10) | Ministry Recommendation Letter | | | |
| 11) | Employer's Letter | | | |
| 12) | Other/Voluntarily submitted documents (recommended for first time travellers) <i>such as further explanatory documents, proof of will to return, proof of previous employment and/or training, etc.</i> | | | |

Note:

- Documents should be sorted according to this list.
- All documents should be provided and attached to the visa application in A4 size copy, unless they are especially dedicated to the visa application.
- Original documents should be submitted, too. They will be returned with the passport.
- Documents in Sinhalese or Tamil must be presented with an official English or German translation.
- E-Mail transmissions are not acceptable as supporting documents.
- In addition to the above mentioned documents the Embassy may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof their case and therefore are advised to submit only complete applications. I have been advised that any false or incomplete information given will lead to the application being refused.

VAC official to select as appropriate:

- The applicant has confirmed that s/he has no documents to submit other than those listed-above.
- The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.

The following documentation is missing/incomplete:

Signature VAC official

Place, date

Signature applicant*

*Signature and organisation/relationship to the applicant, in case of authorised third party handing in the documents