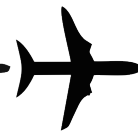




FRANCE



- All applicants please sign the passport collection form
- For all minors both parents must sign the parental consent form -
- For EU Spouses – The EU Citizen must complete and sign the EU Spouse Declaration form
- From 29 may 2013 all applicants must appear in person for biometric data collection (finger printing and digital photographs) and a personal interview. Exclusive global visas can assist with a meet and greet service

For all persons travelling to France for Tourism purposes on trips equal to or less than 90 days.

SHORT STAY REQUIREMENTS – TOURISM	✓
Passport – Must be valid for at least 3 months after the date of return from your trip and not older than 10 years. At least 2 valid blank pages (marked VISA). South African Temporary passports will not be accepted. For non S.A passport, copy of valid S.A permit (permit must be valid for at least 3 months after the date of return from your trip). Copy of previous Schengen visas in last 3 years if in previous passports.	
Schengen Application Form – All fields required properly filled out All fields required properly filled out (online form to be completed - https://france-visas.gouv.fr/ , do not forget to print and sign it). Once you have completed your form, please advise us of your log in details for us to secure the appointment for you. Form must absolutely be signed by applicant. In case of minors form must be signed by the 2 parents. Please note there are 5 signature places on the application form: Question 37 must be signed by all applicants (not just for minors) The THREE declarations under question 37 (the tick boxes) must all be signed. The declaration at the end of the form must be signed	
Color ID Photos – 2 Color ID photos as required by Schengen Standards. Photos can be taken at Capago offices (Cape Town and Johannesburg only). See below for specifications.	
Proof of Payment – Proof of payment of visa & service fees: EFT or receipt of cash deposit at FNB branch. See conditions on website. If paying by credit or debit card at our premises, proof of payment will be obtained in-home. Please note that Capago does not accept cash anymore.	
Travel Insurance – 1 page travel insurance policy certificate to be provided, which shows: name of insured person; policy number; amount of cover	

Please note : Exclusive Global Visas are not obliged to obtain visas or any documentation related thereto on behalf of the applicant or any company representative. The service offered by EGV is purely that of a visa courier service. Any discrepancies should be directed to the High Commission, Consulate or Embassy concerned.

All visa and courier fees are the responsibility of the applicant or company representative irrespective of the outcome of the visa application. Any fees charged are non-refundable. Application fees are paid in advance.

Service/Courier fee charges are payable regardless of the outcome of the application once the application has been collected from the said offices.

IMPORTANT : The onus is on the applicant to read and check the details on the visa : Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



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which should be for at least €30,000; duration of cover which should be for at least 1 month ; the insurance should cover the entire Schengen territory, therefore the term Schengen should appear on the policy certificate.	
Proof of accommodation – All hotel/apartment rental/lodge/chalet/château confirmed bookings for the entire period that the person will be in the Schengen area must be provided. The name of the applicant must appear on the accommodation bookings. If applicant will visit French citizen or Temporary resident in France then the original attestation d'accueil and a copy must be provided (see website for specifications). If applicant owns a home/property in France or if applicant is invited by a non French citizen who owns home/property in France then the title deeds of that property and a letter of invitation must be provided.	
Proof of transport – All confirmed flight booking from South Africa to France must be provided. All entry & exit tickets into & out of France must also be provided. Name of applicant must appear on all proof of transport. If applicant is being picked up by EU resident abroad copy of driver's licence of person picking up, car registration details and letter to that effect must be provided.	
FOR ADULTS ONLY, PLEASE ADD:	
Proof of funds – Original bank stamped, latest 3 months personal bank statements or latest 3 months credit card statements showing the amount available in the account or latest 3 months bank statements of sponsor and letter from sponsor attesting to the fact that they will sponsor the University/College student on their trip abroad. Name of the applicant must appear on the bank statement. If the bank statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are a member of the company or the trust. Please note that all bank statements in Afrikaans must be accompanied by a signed and stamped visa letter from the bank on bank letterhead, in English, confirming the account holder has enough funds to travel.	
Proof of employment (if applicable) – ORIGINAL Signed confirmation of employment letter on company letterhead showing that the applicant is currently employed by the company, including monthly salary. If an applicant owns their own company then they must provide the company registration documents CC or CK documents on which applicant's name appears. If the applicant operates as a sole trader then they must provide a written affidavit declaration to this effect. If you are retired, thank you to provide a copy of your retirement card (SASSA card) or a document related to your pension	

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fund or a certificate (excluding affidavit) indicating your status as a retiree.	
<u>FOR MINORS, PLEASE ADD:</u>	
Unabridged Birth Certificate – Applicants must provide a copy and the original. It must show names of both parents and name of child.	
Letter from School / University / College – A signed & stamped letter on letterhead declaring that applicant is still a pupil/student currently registered at the School/University/College.	
Parental Consent Letter (if child is travelling alone or with one parent) – Letter must be signed by both parents and also signed and stamped by a Commissioner of Oaths/SAPS, giving permission for the child to travel to France. ID copies of both parents must be provided as well. If only 1 parent is travelling with child, the parent who is not travelling must provide a signed and commissioned letter giving permission to the other parent to travel with the child. Also provide latest 3 months bank statements of 1 parent and employment letter of 1 parent if child is travelling alone/ without own parent(s).	
<u>FOR UNIVERSITY/COLLEGE STUDENTS, PLEASE ADD:</u>	
Proof of funds – Latest 3 months personal bank statements or latest 3 months credit card statements showing the amount available in the account or latest 3 months bank statements of sponsor and letter from sponsor attesting to the fact that they will sponsor the University/College student on their trip abroad. Name of the applicant must appear on the bank statement. If the bank statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are a member of the company or the trust. Please note that all bank statements in Afrikaans must be accompanied by a signed and stamped visa letter from the bank on bank letterhead, in English, confirming the account holder has enough funds to travel.	
Letter from School / University / College – A signed & stamped letter on letterhead declaring that applicant is still a pupil/student currently registered at the School/University/College.	

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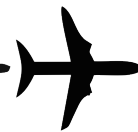
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IMPORTANT : The onus is on the applicant to read and check the details on the visa : Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



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This checklist applies to all persons travelling to France for Business purposes on trips equal to or less than 90 days.

SHORT STAY REQUIREMENTS – BUSINESS	✓
Passport – Must be valid for at least 3 months after the date of return from your trip and not older than 10 years. At least 2 valid blank pages (marked VISA). South African Temporary passports will not be accepted. For non S.A passport, copy of valid S.A permit (permit must be valid for at least 3 months after the date of return from your trip). Copy of previous Schengen visas in last 3 years if in previous passports.	
Schengen Application Form – All fields required properly filled out All fields required properly filled out (online form to be completed - https://france-visas.gouv.fr/, do not forget to print and sign it). Once you have completed your form, please advise us of your log in details for us to secure the appointment for you. Form must absolutely be signed by applicant. In case of minors form must be signed by the 2 parents. Please note there are 5 signature places on the application form: Question 37 must be signed by all applicants (not just for minors) The THREE declarations under question 37 (the tick boxes) must all be signed. The declaration at the end of the form must be signed	
Color ID Photos – 2 Color ID photos as required by Schengen Standards. Photos can be taken at Capago offices (Cape Town and Johannesburg only). See below for specifications.	
Proof of Payment – Proof of payment of visa & service fees: EFT or receipt of cash deposit at FNB branch. See conditions on website. If paying by credit or debit card at our premises, proof of payment will be obtained in-home. Please note that Capago does not accept cash anymore.	
Travel Insurance – 1 page travel insurance policy certificate to be provided, which shows: name of insured person; policy number; amount of cover which should be for at least €30,000; duration of cover which should be for at least 1 month ; the insurance should cover the entire Schengen territory, therefore the term Schengen should appear on the policy certificate.	
Proof of accommodation – All hotel/apartment rental/lodge/chalet/château confirmed bookings for the entire period that the person will be in the Schengen area must be provided. The name of the applicant must appear on the accommodation bookings. If applicant will visit French citizen or Temporary resident in France then the original attestation d'accueil and a	

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copy must be provided (see website for specifications). If applicant owns a home/property in France or if applicant is invited by a non French citizen who owns home/property in France then the title deeds of that property and a letter of invitation must be provided.	
Proof of transport – All confirmed flight booking from South Africa to France must be provided. All entry & exit tickets into & out of France must also be provided. Name of applicant must appear on all proof of transport. If applicant is being picked up by EU resident abroad copy of driver's licence of person picking up, car registration details and letter to that effect must be provided.	
Proof of employment – Signed confirmation of employment letter on company letterhead showing that the applicant is currently employed by the company, the letter must state the applicants monthly salary. If an applicant owns their own company then they must provide the company registration documents CC or CK documents on which applicant's name appears. If the applicant operates as a sole trader then they must provide a written affidavit declaration to this effect. If you are retired, thank you to provide a copy of your retirement card (SASSA card) or a document related to your pension fund or a certificate (excluding affidavit) indicating your status as a retiree.	
Proof of professional invitation – Signed professional invitation letter confirmation on inviting company's letterhead showing that the applicant is being invited to business meetings in France. Dates, locations of all meetings should be stated on the letter. If travelling for conference etc. proof of registration for the conference/exhibition should be provided featuring the name of the applicant.	
Proof of funds – Original bank stamped, latest 3 months personal bank statements or latest 3 months credit card statements showing the amount available in the account. Name of the applicant must appear on the bank statement. If the bank statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are a member of the company or the trust. Please note that all bank statements in Afrikaans must be accompanied by a signed and stamped visa letter from the bank on bank letterhead, in English, confirming the account holder has sufficient funds to travel. The account must reflective a positive/available balance of at least 45 Euros per day. Accounts in overdraft must reflect available overdraft facility.	

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PROCESSING TIME

5 working days from appointment date.

FOR SCIENTISTS, RESEARCHERS OR EMPLOYEES OF INTERNATIONAL ORGANISATIONS THAT HAVE AN AGREEMENT WITH THE FRENCH GOVERNMENT, PLEASE ADD:

Convention d'Accueil – Official document from Organisation/Institution/University featuring the official seal of Organisation/Institution/University and welcoming and acknowledging applicant's mission at Organisation/Institution/University in France.

PHOTO SPECIFICATIONS

- 2 colour photos must be submitted.
 - The photos must be less than six month old.
 - The photos must be of a 3.5 cm X 4.5 cm size.
 - The size of the head in the picture, measured from the top of the hair to the bottom of the chin should be approximately 3 cm. That is, the face should make about 80% of the total photo area.
 - If possible, the ears should be exposed.
 - Photos must be in colour showing natural skin tones.
 - The background must be either white or a very light colour. Anything else is not acceptable.
 - Glasses or other eyewear of any kind that affects the appearance of the person is not allowed. To be on the safe side, it is best to remove your glasses before having your photo taken even if you normally wear them.
 - Face masks and veils, even if traditional are not permitted.
 - The photos should not have any flash reflection on the skin.
 - Their eyes should not appear red in colour as often happens with flash photography.
 - Hair must not obscure, even partly, a clear view of the person's eyes.

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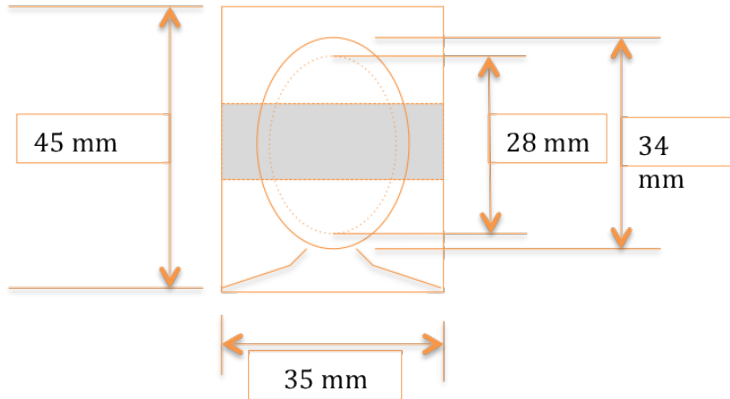
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