

<b>Embassy of France in KSA – Checklist for short stay visa Tourist or Private or Family visit 5<sup>th</sup> June 2016</b>		YES	NO
1.	<b>Visa application form</b> correctly and completely filled out in English and signed by the applicant or by his/her legal guardian		
2.	<b>Two recent passport-size photographs with a white background, not stapled</b> Full face; no face cover that prevent full visibility of facial features		
3.	<b>Original passport:</b> - valid for at least three months after the end of the stay or of the expiration date of the visa - containing at least two adjacent blank pages and issued within the last 10 years		
4.	<b>Evidence of current employment (or studies)</b> <b>Original letter from the employer or Sponsor in Saudi Arabia, stating:</b> - the purpose of the visit in France - the employment status, the salary, the date of employment and the length of contract - stamped by the Chamber of Commerce <b>If self-employed :</b> copy of a valid trade license <b>Evidence of being in education</b> (if applicable) <b>For minors travelling without their parents/legal guardian:</b> original authorisation signed by their parents/legal guardian and a copy of parents/legal guardian's passport's front page and of the page where their signature appears		
5.	<b>One copy of the passport front page and all relevant pages containing previous Schengen, UK, US, Canada visas with immigration stamps (within the past 5 years only)</b>		
6.	Copy of Iqama and copy of Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen State.		
7.	<b>Verifiable evidence of your ability to meet the cost of the trip for the intended stay:</b> - Original bank statements for the past 4 months with bank statement headers <b>with evidence of the monthly income stated in the employer's letter</b> - <b>If the applicant doesn't have his own resources :</b> original of the certification letter signed by the person supporting the travel costs + his passport front page copy and the page where the passport's holder signature appears + his bank statement for the past 4 months + his employer's letter		
8.	<b>Confirmed flight reservation including return flight</b>		
9.	<b>Accommodation: (Additionally for Non-Saudi only )</b> - evidence of residential property in France (copy of last property tax notification = "Taxe foncière") - <b>or</b> certificate of accommodation (for family visit) - "attestation d'accueil" - delivered by the city hall where the inviting person resides (one original and one copy front AND back) - <b>or</b> hotel reservation - <b>or</b> rental contract		
10.	<b>Health insurance certification:</b> the insurance is part of the Schengen list published by the Embassies of the Schengen States in KSA and it must cover the entire period of the intended stay		
11.	<b>All documents are translated in English by a certified translator</b>		
12.	<b>Comment:</b> The applicant insists to submit his/her file even if the visa application is not complete		
<b>Declaration - I have been informed that :</b> <ul style="list-style-type: none"> <li>• My passport will be under custody of the Embassy of France in Riyadh during the process of my Schengen visa application which can take up to 15 days</li> <li>• <b>An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application</b></li> <li>• The Embassy of France reserves the right to ask for additional supporting documents if necessary and does not guarantee the issue of the Visa. In case of a refusal, visa fees are not refundable</li> </ul>			
<b>Date :</b>			
<b>Applicant's (or his/her representative's) signature :</b>			

CCO :	
QC :	