

## **Basic guidance and information on how to complete your Schengen Visa application form**

<b>1</b>	Last Name	Surname Family name as mentioned in the passport
<b>2</b>	Birth Name	Name at birth if different than the one indicated in section N° 1.
<b>3</b>	First Name(s)	First name(s) as mentioned in the passport
<b>4</b>	Date of Birth	Date of birth in day-month-year order (dd-mm-yyyy)
<b>5</b>	Place of Birth	Write your place of birth as mentioned in the passport
<b>6</b>	Country of Birth	Add the name of the country, even if it is not specified on the passport
<b>7</b>	Current Nationality Nationality at Birth	Current nationality as mentioned in the passport, please indicate your nationality at birth if different from the current one
<b>8</b>	Gender	Check the box corresponding to your gender
<b>9</b>	Civil Status	Please select the appropriate one from available options
<b>10</b>	Minors	Full name, address and nationality of the person holding parental authority or legal guardianship. Need to be filled in by the parents who sign the form.
<b>11</b>	National Identity Number	Leave it blank.
<b>12</b>	Travel Document Type	Please select appropriate one – usually for most of the applicants it's Ordinary Passport unless otherwise
<b>13</b>	Travel Document Number	Write the passport number (e.g. A1234567)
<b>14</b>	Issue Date	Date as mentioned in the passport
<b>15</b>	Expiration Date	Date as mentioned in the passport, taking into account any extension
<b>16</b>	Issued By	Specify the authority that issued the passport and the place of issue
<b>17</b>	Home Address and E-mail Address Telephone Number	Applicant's current address in country of residence and e-mail address Applicant's landline and mobile telephone numbers of the country of residence
<b>18</b>	Residence in another country	Select "Yes" and put your Singapore FIN N° (e.g. G1234567B, S7654321A) and expiry date (e.g. 31/12/2020).
<b>19</b>	Current Occupation	Put applicant current occupation i.e. Employed, Student, Self-employed, Unemployed, Retired, Housewife etc
<b>20</b>	Employer or Educational Institution	Name of the organization (firm, public service, educational institution) where you work and its contact information (address, tel. & fax)
<b>21</b>	Main purpose of the trip	Check the corresponding box
<b>22</b>	Destination Member State	Name of the country that is your primary or main destination (e.g. Belgium)
<b>23</b>	First Entry Member State	Specify the country where you will be entering the Schengen area i.e. France or other EU Country where you are transiting or travelling first
<b>24</b>	Number of entries requested	Check the box corresponding to your desired number of entries
<b>25</b>	Length of Stay	Number of days corresponding to your desired length of stay
<b>26</b>	Schengen Visas issued during the last 3 Years	Specify the number of visas that you have obtained to enter the Schengen area during the last 3 years (e.g. France 01/02/2011 to 01/03/2011...)
<b>27</b>	Fingerprints...	Indicate the date if your fingerprints have been taken for a visa application
<b>28</b>	Entry Permit for the final destination	Leave it blank if your final destination is inside the Schengen area.
<b>29</b>	Arrival Date	Expected arrival date in the "Schengen area"
<b>30</b>	Departure Date	Departure date from the "Schengen area"
<b>31</b>	Inviting Person's Name...	Name of the person who invites you or contact information of the hotel, specifying all the details: number, street name, city, postal code, tel. and fax
<b>32</b>	Host Organization / Firm Name and Address	Name and address of the firm or organization that invites you (telephone and fax) and contact detail of your contact person in the company
<b>33</b>	Travel and living expenses during the stay is covered by	Check the corresponding boxes
<b>34</b>	Personal information regarding a family member who is an European Union, EEA, or Swiss citizen	Full name, date of birth, nationality, passport number, and relationship only if you are the dependent spouse, child, father, or mother of a person who is a citizen of another State of the European Union.
<b>35</b>	Relationship...	Check the corresponding box if applicable
<b>36</b>	Location and Date	Place & date where you are filling-in the form, even if this date is different than the day you are going to the visa service (e.g. Singapore, 14 February 2013)
<b>37</b>	Signature	Visa applicant must sign. For applicant below 18, application must be signed by a person having parental authority & put in brackets (father, mother or guardian).