

HOW TO FILL OUT THE SHORT STAY APPLICATION FORM

1	Surname(s) - family name(s)	Write down your last name(s) like it appears on your passport
2	Surname(s) at birth	Write down your birth name (maiden name) if it is different from the one in box#1
3	First name(s) – given name(s)	Write down your first name(s) and middle name(s) as in your passport
4	Date of birth	Write down your date of birth year : year-month-day
5	Place of birth	Write down the name of the city you were born in
6	Country of birth	Write down the name of the country you were born in
7	Current nationality Nationality at birth, if different	Write down the citizenship of your passport Write down your citizenship at birth
8	Sex	Check the appropriate box
9	Marital Status	If you have a domestic partner check "other"
10	If you're a minor...	Write down the information regarding parental authority / legal guardian
11	National identity number	Leave it blank
12	Type of travel document	Check the appropriate box
13	Number of travel document	Write down your passport number
14	Date of issue	Write down the first date your passport was issued
15	Valid until	Write down the date your passport expires
16	Issued by	Leave it blank
17	Applicant's home address and e-mail address	Write down your home and e-mail addresses If you are a visitor in the USA write both addresses, here and abroad
18	Telephone number(s)	Write down your phone numbers (home and cell)
19	Residence in a country...	Check the appropriate box If you are a non US citizen, write down the number and date of expiry of your current US visa or green card
19	Current occupation	Write down your current occupation. If you do not work, write housewife, or retired (mention your previous profession), or unemployed
20	Employer...	If you work, write down the name and address of your employer If you are a student, write down the name and address of your school / university
21	Main purpose(s)	Check the box that matches the main reason of your travel
22	Member State(s) of destination	Write down the name of the Schengen states you plan on visiting
23	Member State of first entry	Write down the name of the country you will arrive in first
24	Number of entries requested	Check the appropriate box
25	Duration of the intended stay...	Write down the number of days you apply for
26	Schengen visas...	Check the appropriate box If you obtained Schengen visas in the past 3 years, write down their dates of validity
27	Fingerprints collected...	Check the appropriate box If your fingerprints were collected, write down the date.
28	Entry permit...	Fill in this part if your final destination is not a Schengen state
29	Intended date of arrival...	Write down the date when you plan to enter the Schengen area
30	Intended date of departure...	Write down the date when you plan to leave the Schengen area

31	Surname and name...	For a private visit: write down the name of the person you are going to visit or of the hotel you will be staying in	
		Write down their address and e-mail address	Write down their telephone and telefax
32	Name and address...	For a business visit : write down the name and address of the inviting company/organisation person you will meet and/or the name and address of the company you will be visiting	Write down their telephone and telefax
		Write down the information regarding your contact person in company/organisation	
33	Cost of travelling...	Select either "applicant" or "sponsor", and then check the appropriate box	
34	Personal data...	If one of your family member is an EU, EEA or CH citizen, write down his surname, first name, date of birth, nationality and the number of travel document	
35	Family relationship...	If one of your family member is an EU, EEA or CH citizen, check the appropriate box	
36	Place and date	Write the name of the city you are in at the time you fill out your application form and the date (it doesn't have to be the same as your appointment)	
37	Signature	You must sign for yourself If the application is for your minor child (under 18 years old) you sign for him / her	
	I am aware of...	Read these boxes carefully	
	Place and date	Write the name of the city you are in at the time you fill out your application form and the date (it doesn't have to be the same as your appointment)	
	Signature	You must sign for yourself If the application is for your minor child (under 18 years old) you sign for him / her	
Please make sure to write down the place and date and to sign both at the bottom of the page AND in boxes # 36 and 37.			