

Newfields>>



Schengen Visa
Application

2023

Documentation Checklist >>

The traveller must be fully vaccinated and at least one week has passed after the date of the second vaccine

The documents and information below can be emailed to us, but those documents marked (*) will need to be submitted to the Consulate in original format containing original (rather than electronic) signatures, where appropriate:

- Letter from EPCR confirming the fixture and details of the traveller
- Two passport size photos taken within 3 months and sized 3.5cm x 4.5cm against a white plain background. The photos must not appear in any previous passport and/or visa
- Original passport* which is valid for at least 3 months beyond the expiry of the UK visa and contains two blank 'visa' pages.
- Any Previous Passport which contains an expired Schengen Visa
- Copies of previous Schengen visas
- UK Biometrics residence permit* which is valid for at least 3 months beyond the return date
- Club letter* containing an original signature (please see attached template)
- Pay slips covering 3 months immediately prior to the date of application
- Player contract
- Hotel booking naming the player or a signed letter from a travel agent confirming the same
- Return flight tickets to France or a signed letter from a travel agent confirming the same
- Travel insurance policy which:
 - Is valid for the Schengen area
 - Covers medical fees and repatriation costs of a minimum of 30,000 euros
 - Covers the whole period of your travel
- Authorisation Letter* (attached)

Visa Information >>

To assist with the completion of the application paperwork, would you please provide the information set out below;

Visit information

Country of Destination _____

Dates of visit (dd/mm/yyyy-dd/mm/yyyy) _____

Player information

Name _____

Date of birth _____

Place of birth _____

Country of birth _____

Nationality _____

Relationship status _____

UK address _____

Mobile number _____

Email address _____

Cost information

Agent fee	£120 plus VAT
TLS visa Application Centre fee	£70 plus VAT
Consular fee	£69.14
Professional Fees	£250 plus VAT (for travel dates falling more than 4 weeks from instruction) £550 plus VAT (for travel dates falling within 4 weeks of instruction)

Authorisation Letter >>



PASSPORT SERVICES LTD
SUITE 301
231 VAUXHALL BRIDGE ROAD
LONDON, SW1V 1AD

Tel: 0845 121 4501
Mobile: 07710 057178
E-mail: info@passportservices.co.uk
Website: www.passportservices.co.uk

TLScontakt
18 Ryeland Boulevard,
Wandsworth,
London SW18 1UN

Applicant's Details:

Date:
Surname:
Forename:
DOB:
Passport Number:

I, _____ authorise Antony Hardy/Rosa Montoya Quesada to collect my passport on my behalf from the TLScontakt Centre.

Yours Sincerely,

Signed:

Print:

Director: S. F. G. Beadle Registered Office: 8 Dursleyton Street, London W1H 1EW
Registered in England No 5153787 VAT No 718 5401 22

Template Schengen club letter >>

[TO BE TYPED ON THE CLUB'S HEADED NOTE PAPER]

The French Consulate
The Visa Office

Dear Sirs

(date):

Schengen visa application

[Player's full name] ([DOB], [Nationality] - Passport [Passport number]) (the "Player")

The Player is employed by [club name] (the "Club").

Purpose of the Schengen visa

As part of the Club's commitments, the Player is travelling to France with other members of the squad to participate in the [name of competition] competition, detailed below:

[high profile hyperlink to the competition]

To this end, we understand the Player requires a Schengen visit visa that will permit him to participate in this competition, in France.

Duration of the Schengen visa

Would you kindly issue the Player with a Schengen visa which covers not only the above commitment, but also for the next 72-month period. We anticipate his return to Europe as part of the competition and to undertake training camps and additional commercial obligations on behalf of the Club.

Travel itinerary and expenses

Enclosed with the application presented by the Player is details of his return flights complete with his accommodation arrangements. These have been paid in full by the Club. Along with all other staff and squad members of the Club, the Player will fly to France on [date] and will return to the UK on [date].

Insurance

All professional players and staff employed by the Club, including the Player referred to above, are covered by a travel insurance policy, as a standard requirement. Confirmation of this coverage is attached for your reference.

Please contact me if you have any queries in respect of this application.

Yours sincerely

[name]
TEAM MANAGER

Newfields>>

We're here to help

Belong with Newfields,
immigration specialists for sport

Contact us



+44 (0)292 169 0049



health@newfieldslaw.com

Cardiff Office:
Fifth Floor
James William House
9 Museum Place
Cardiff, CF10 3BD

Bristol Office:
Finzels Reach
Counterslip
Bristol
BS1 6BX

>> newfieldslaw.com