



Council of the European Union  
General Secretariat

**Brussels, 09 December 2024**

**WK 13853/2024 REV 1**

**LIMITE**

**VISA  
COMIX**

*This is a paper intended for a specific community of recipients. Handling and further distribution are under the sole responsibility of community members.*

## **MEETING DOCUMENT**

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| From:    | Presidency   |
| To:      | Visa Working Party   |
| Subject: | EU information campaign on how to book a Schengen visa appointment<br>– final version of the flyer |

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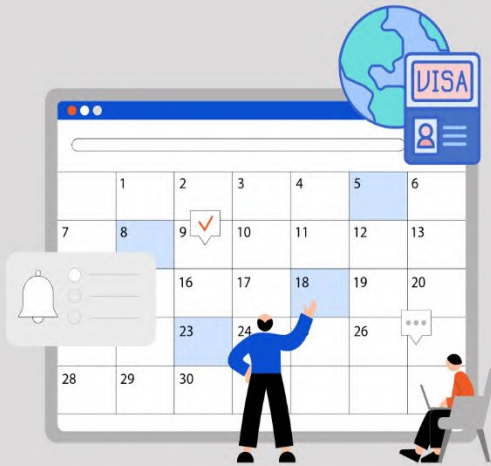
Delegations will find in the Annex the final version of the flyer on how to book a Schengen visa appointment, presented at the meeting of the Visa WP of 9 December 2024.

# HOW TO BOOK A SCHENGEN VISA APPOINTMENT?



EUROPEAN UNION

**BE INFORMED!**



To book an online appointment you **need a valid passport that you will use for travel** and an **email address**.

**Make sure that all information provided** when booking a Schengen visa appointment **is correct**, as later amendments are not possible.

Visa appointments are **free of charge (excluding the visa fee and the service fee of the official external service provider)**. Consulates do not cooperate with other third party visa agencies who charge fees for booking appointments.

**The booked appointment cannot be transferred** to another applicant. The booking data will be checked when you submit your visa application. You will not be allowed to hand in your application if the data does not match.

## WHEN?

Schengen visa applications can be lodged **already 6 months and no later than 15 days before the intended journey**. It is advisable to start the application process as early as possible.

## WHERE?

**At the consulate of your main destination or at an official external service provider that cooperates with this consulate, depending on the Member State.** We advise against using private visa agencies, that may charge you additional fees.

## HOW?

Always **visit the website of the relevant consulate or of the external service provider** to get information you need to follow on bookings (e.g. fill out an online form).



You must apply for a Schengen visa at the consulate of your main destination. If you apply for a visa at a consulate other than the competent one, your Schengen visa application can be rejected.