



# The Ultimate Cookbook

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FOR CULTURAL MANAGERS

**VISAS FOR THIRD COUNTRY NATIONAL ARTISTS  
TRAVELLING TO THE SCHENGEN AREA**

2018

## **EFA RISE**

The EFA RISE 2 project runs from 2017-2021 and aims to build an engaged, cross-generational, multidisciplinary and cross-sectorial community through ongoing activities such as the Festival Knowledge Centre, the Festival Places Portraits videos and the EFA Festival in Focus interviews, the Culture Commissioner Round Table and the annual Arts Festivals Summit. Events specifically targeted at young professionals include the *Ateliers* for Young Festival Managers and Production Managers and workshops with Pearle on European legislation. To encourage cooperation in the community EFA will work with the Future Heritage Ambassadors, the In Situ Insight delegations to festivals and the Arts Festivals Council. The focus will go from the human capital at the centre of festivals to their connection with audiences and places, and will culminate with the connection between festivals and artists to build dialogue, empowerment and empathy. By acting on the quality of long term engagement EFA will have a long term impact on society.

## **EFA / PEARLE\* PARTNERSHIP**

In the frame of EFA RISE 2, EFA teamed up with its Synergy Partner Pearle\*-Live Performance Europe to improve general knowledge of the legal and managerial aspects of cross-border cultural cooperation. The partnership on capacity building in the context of internationalisation, cross-border cooperation and mobility encompasses workshops, booklets and four video announcements (visit [www.efa-aef.eu](http://www.efa-aef.eu) or [www.pearle.eu](http://www.pearle.eu)).

## **AUTHOR**

Pearle\* Live Performance Europe

With special thanks to Daniel Csorgo, General Secretariat of the Council of the EU

## **EDITOR**

Anita Debaere, Director Pearle\* - Live Performance Europe,

Square Sainctelette 19, B-1000 Brussels, tel. +32-2-203.62.96, [www.pearle.eu](http://www.pearle.eu)

Silke Lalvani, EU policy adviser Pearle\*-Live Performance Europe, Capacity building activity coordinator.

With thanks to Lies Martens for comments on the daily practice.

## **LAYOUT BROCHURES**

Milton Pereira

## **PROOFREADING**

Cristina Ward Duran

## **PUBLISHER**

EFA- European Festivals Association,

Square Sainctelette 17, B-1000 Brussels, tel. +32-2- 644 48 00, [info@efa-aef.eu](mailto:info@efa-aef.eu), [www.efa-aef.eu](http://www.efa-aef.eu)

## **COVER PHOTO**

Contra Ruidos y Vibraciones by Guillermo Weickert Compañía de Danza

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Photo: Luis Castilla

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The contents of this publication are subject to changes in the law. The reader is advised to always check with the Foreign Affairs Ministry for the latest information.

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Let's  
cheer for  
a simpler  
legislation for  
live performance

# PROLOGUE

**The European Festivals Association (EFA) and Pearle\*-Live Performance Europe** have teamed up to improve knowledge on legal and managerial aspects on cross-border cooperation within the EFA RISE 2 project, funded by the Creative Europe Programme from the European Union, from April 2017 until March 2021.

Building further on the EFA RISE project (undertaken between 2014 and 2017), the EFA RISE 2 project continues to organise workshops under the experienced guidance of legal and academic experts, organised on a wide range of issues with either a cross-border dimension or of common interest to artists and cultural managers across Europe. Participants were invited to provide questions, and both theoretical approaches and practical cases, with suggestions for solutions, are assembled in this booklet.

Cross-border working, touring and international collaboration are found deep in the DNA of the live performance sector. Inside this cookbook, you will find that we have provided you all the necessary ingredients and a number of recipes for cooking this “visa dish”.

We thank Daniel Csorgo, from the General Secretariat of the Council of the EU, for the input and guidance to draft this brochure and for the final review of the publication.

# INTRODUCTION

Activities of artists, cultural professionals and live performance organisations are rarely limited to their own country. Nowadays they are very mobile and readily accept to perform abroad.

*Take for example:* a dance company on tour for several weeks in different countries; a theatre company invited to a festival in another country; an orchestra, music ensemble or a musician playing concerts abroad when invited by different venues; a pop group creating its own music, releasing albums, downloads and streams and performing in various countries; an opera house that goes online with streaming activities so that the performances can be seen at any place and at any time at your convenience; etc.

Depending on your nationality when travelling to a European country a visa may be required to enter the Schengen area. This area covers a large number of countries of the European Union (but not all) and a number of other European countries.

There are **uniform rules** that are established by the European Union when travelling or staying for a **short period of time** (up to 90 days in any 180 days period) in the Schengen area.

When staying for a longer period, the rules depend on the country you will visit or where you will be staying. In addition, there may be specific requirements when the visit is intended for professional or employment purposes.

So when you obtain a visa, it will permit you to travel within the Schengen area, but if you are also intending to work you may need to obtain a labour permit (or work permit) in addition to the visa, depending on the country.



## Attention!

It is important to remember that the EU does not regulate labour or work permits for artists or cultural professionals. Please always check with the local organiser or employer what the rules are in the country where you will perform or stay.

A number of countries have special rules for artists or creative workers when they stay for a very short period (usually not more than a few days) and/or demonstrate proof of artistic excellence. In such cases, those countries may waive the condition to apply for a labour or work permit.



## Attention!

In this publication we will focus primarily on European countries that are issuing so called "Schengen visas".

The reader is invited to consult the foreign affairs web-portal of other (EU) countries, as follows:

- Bulgaria <https://www.mfa.bg/en/pages/109/index.html>
- Croatia <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>
- Cyprus [http://www.mfa.gov.cy/mfa/mfa2016.nsf/mfa81\\_en/mfa81\\_en?OpenDocument](http://www.mfa.gov.cy/mfa/mfa2016.nsf/mfa81_en/mfa81_en?OpenDocument)
- Ireland <https://www.dfa.ie/travel/visas/>
- Romania <http://www.mae.ro/en/node/2035>
- UK – general information <https://www.gov.uk/browse/visas-immigration>
- UK - for information related to visa applications for artists or creative workers, check: <https://www.gov.uk/tier-1-exceptional-talent> or <https://www.gov.uk/tier-5-temporary-worker-creative-and-sporting-visa>

# GENERAL

In this section we want to introduce you to the core elements of the harmonised rules in a large number of countries in Europe for third-country nationals who need a visa. The group of countries where those rules fully apply form the so-called Schengen area.



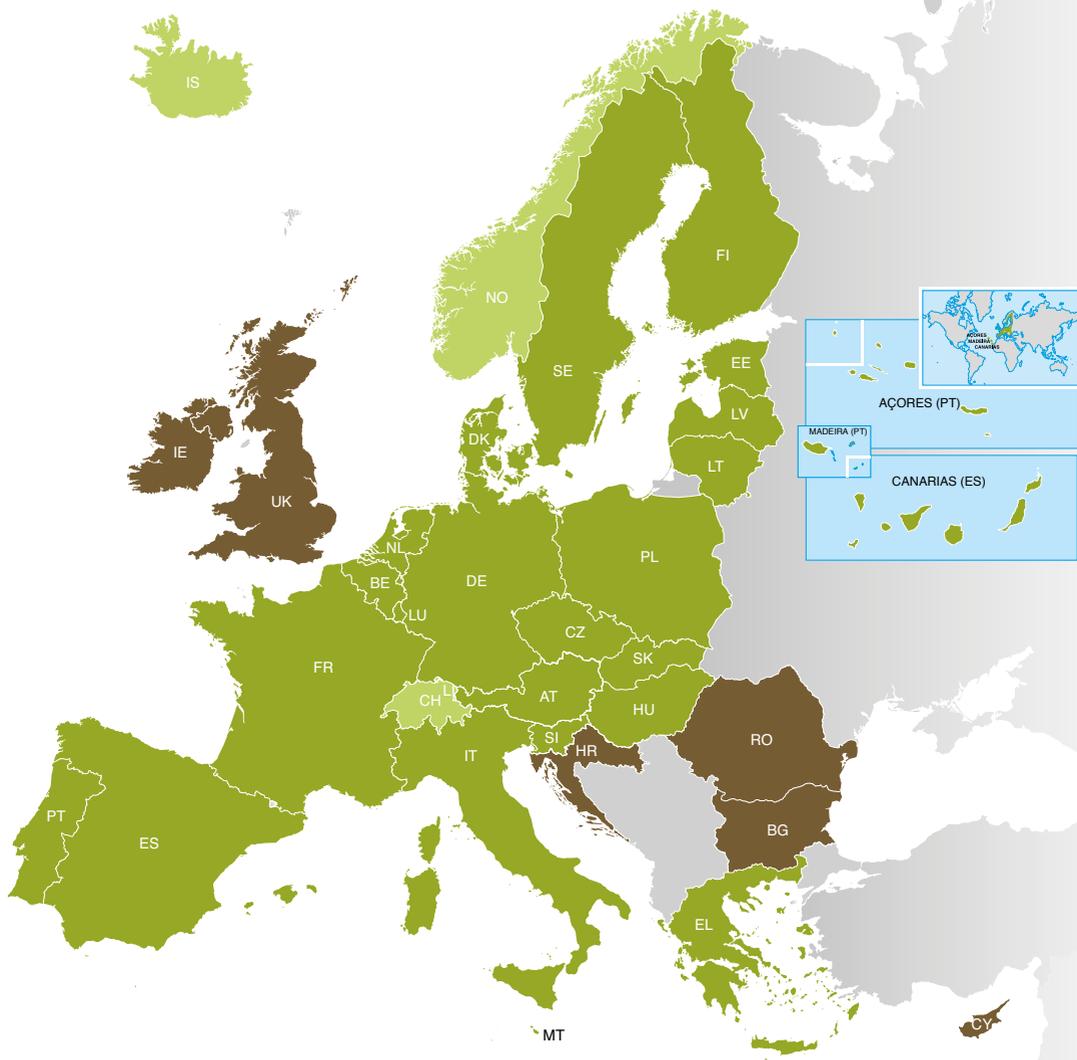
## What is the Schengen Area?

It is a group of 26 countries of which the majority also form part of the European Union. However not all countries of the EU are part of this Schengen area.

The following countries process Schengen visas:

### SCHENGEN AREA COUNTRIES:

- |               |                   |
|---------------|-------------------|
| 1. Austria    | 14. Liechtenstein |
| 2. Belgium    | 15. Lithuania     |
| 3. Czech Rep. | 16. Luxembourg    |
| 4. Denmark    | 17. Malta         |
| 5. Estonia    | 18. Netherlands   |
| 6. Finland    | 19. Norway        |
| 7. France     | 20. Poland        |
| 8. Germany    | 21. Portugal      |
| 9. Greece     | 22. Slovakia      |
| 10. Hungary   | 23. Slovenia      |
| 11. Iceland   | 24. Spain         |
| 12. Italy     | 25. Sweden        |
| 13. Latvia    | 26. Switzerland   |



- EU Schengen states
- Non-Schengen EU states
- Non-EU Schengen states

A DETAILED MAP CAN BE FOUND HERE:

[http://www.consilium.europa.eu/media/32853/2017\\_140\\_schengen\\_a1\\_web.pdf](http://www.consilium.europa.eu/media/32853/2017_140_schengen_a1_web.pdf)

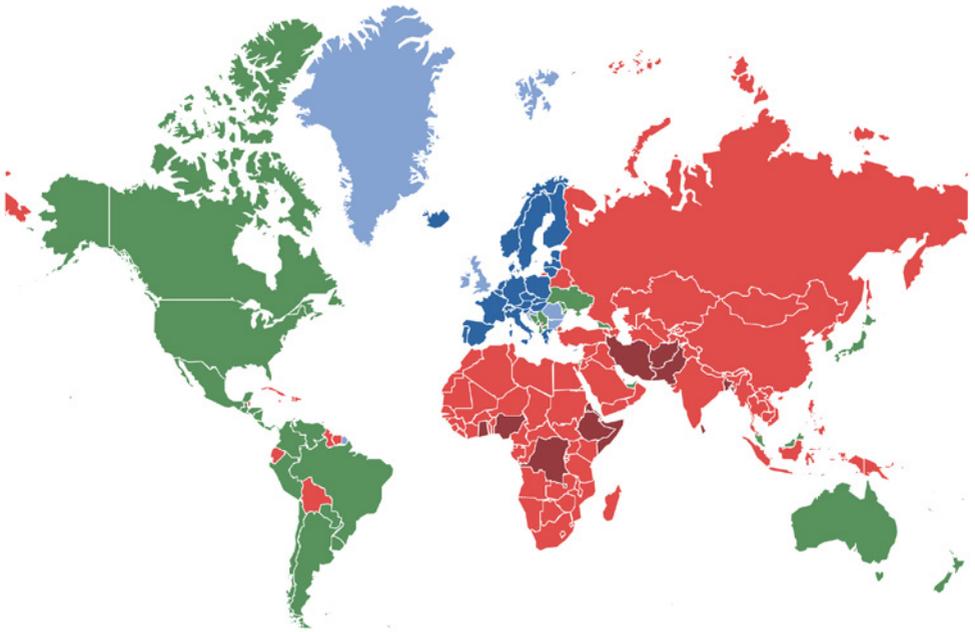
# NATIONALITIES

That require a Schengen visa



## Who needs a visa when travelling to the Schengen Area?

As far as short stays are concerned, broadly speaking citizens or nationals coming from certain countries in Asia, Africa, the Middle East, Latin America and South America.



Here is the full list of countries of nationals who require a visa. As this list can change, it is recommended to always check with the responsible relevant consulate or on the portal of the EU whether a visa is needed.



## List of countries whose nationals require a visa

- AFGHANISTAN
- ALGERIA
- ANGOLA
- ARMENIA
- AZERBAIJAN
- BAHRAIN
- BANGLADESH
- BELARUS
- BELIZE
- BENIN
- BHUTAN
- BOLIVIA
- BOTSWANA
- BURKINA FASO
- BURMA/MYANMAR
- BURUNDI
- CAMBODIA
- CAMEROON
- CAPE VERDE
- CENTRAL AFRICAN  
REPUBLIC
- CHAD
- CHINA
- COMOROS
- CONGO
- COTE D'IVOIRE
- CUBA
- DEMOCRATIC REPUBLIC  
OF CONGO
- DJIBOUTI
- DOMINICAN REPUBLIC
- ECUADOR
- EGYPT
- EQUATORIAL GUINEA
- ERITREA
- ETHIOPIA
- FIJI
- GABON
- GAMBIA
- GHANA
- GUINEA
- GUINEA-BISSAU
- GUYANA
- HAITI
- INDIA
- INDONESIA
- IRAN
- IRAQ
- JAMAICA
- JORDAN
- KAZAKHSTAN
- KENYA
- KUWAIT
- KYRGYZSTAN
- LAOS
- LEBANON
- LESOTHO
- LIBERIA
- LIBYA
- MADAGASCAR
- MALAWI
- MALDIVES
- MALI
- MAURITANIA
- MONGOLIA
- MOROCCO
- MOZAMBIQUE
- NAMIBIA
- NAURU
- NEPAL
- NIGER
- NIGERIA
- NORTH KOREA
- OMAN
- PAKISTAN
- PAPUA NEW GUINEA
- PHILIPPINES
- QATAR
- RUSSIA
- RWANDA
- SAO TOME AND  
PRINCIPE
- SAUDI ARABIA
- SENEGAL
- SIERRA LEONE
- SOMALIA
- SOUTH AFRICA
- SOUTH SUDAN
- SRI LANKA
- SUDAN
- SURINAME
- SWAZILAND
- SYRIA
- TAJIKISTAN
- TANZANIA
- THAILAND
- TOGO
- TUNISIA
- TURKEY
- TURKMENISTAN
- UGANDA
- UZBEKISTAN
- VIETNAM
- YEMEN
- ZAMBIA
- ZIMBABWE



## List of third countries whose nationals are exempt from holding a visa when crossing the external borders

- ALBANIA
- ANDORRA
- ANTIGUA AND BARBUDA
- ARGENTINA
- AUSTRALIA
- BAHAMAS
- BARBADOS
- BOSNIA AND HERZEGOVINA
- BRAZIL
- BRUNEI DARUSSALAM
- CANADA
- CHILE
- COLOMBIA
- COSTA RICA
- DOMINICA
- EL SALVADOR
- FORMER YUGOSLAV REPUBLIC OF MACEDONIA
- GEORGIA
- GRENADA
- GUATEMALA
- HOLY SEE (VATICAN CITY STATE)
- HONDURAS
- ISRAEL
- JAPAN
- KIRIBATI
- MALAYSIA
- MARSHALL ISLANDS
- MAURITIUS
- MEXICO
- MICRONESIA
- MOLDOVA
- MONACO
- MONTENEGRO
- NEW ZEALAND
- NICARAGUA
- PALAU
- PANAMA
- PARAGUAY
- PERU
- SAMOA
- SAN MARINO
- SEYCHELLES
- SERBIA
- SINGAPORE
- SOLOMON ISLANDS
- SOUTH KOREA
- ST KITTS AND NEVIS
- ST LUCIA
- ST VINCENT AND THE GRENADINES
- TIMOR-LESTE
- TONGA
- TRINIDAD AND TOBAGO
- TUVALU
- UKRAINE
- UNITED ARAB EMIRATES
- UNITED STATES OF AMERICA
- URUGUAY
- VANUATU
- VENEZUELA

# VALIDITY

## of the visa

For artists and cultural professionals the authorised period that a third-country national can stay in the Schengen area is often of crucial importance. For that reason we have chosen to deal with this before describing the types of visa and application procedures.

As with all visas, Schengen visas are only valid for a certain period of time. The authorised stay and validity is indicated on the visa sticker. Usually the Schengen visa is valid in ALL the 26 Schengen States. If you have obtained a multiple entry visa with a validity of at least 6 months, then you are authorised to spend 90 days in any 180-day period in the Schengen area.

**THIS 90 DAYS RULE** - which is **ALSO VALID FOR VISA-FREE THIRD COUNTRY NATIONALS** is not always easy to grasp, therefore, the European Commission provides an online calculator to keep track of the number of days remaining that you are entitled to stay [https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en)

It is highly recommended that you read the "User's guide" of the calculator which contains practical examples.



### What are the rules to stay longer (over 90 days)?

In this case one has to apply for a visa with the aim of obtaining a residence permit for the (main) country of destination.

This may be the case for artists and other cultural professionals who intend to stay for a longer period in a country that is part of the Schengen area. For (longer) stays for the purpose of work, one will need also a work permit in the country of destination.

See the next chapter on "D" or national visa.

Remember to  
always pay attention  
to the rule  
of authorised stay:  
90 days in any  
180-day period!

# TYPES OF VISA



## What types of visa exist?

There are only two categories: “A” visa or airport transit visa and “C” visa or short-stay visa and only the latter is relevant for artists and other cultural professionals.

The “A” visa only entitles its holder to transit through a Schengen airport, for example someone from India, travelling through the airport of Frankfurt (Germany) to the USA as final destination. However, it is advisable to check whether the visitor needs a transit visa when travelling through NON-SCHENGEN EUROPEAN countries. This can be particularly relevant when travelling through a London airport (or other cities of the UK) when flying from a long-haul destination.

If you intend to stay longer than 3 months in any of the Schengen/EU countries, you would have to apply for another type of visa (which is the national or “D” visa) or for a residence permit.

## “C” VISA OR SHORT-STAY VISA

The person holding a “C” visa can stay in a Schengen country (Schengen area) for a certain period of time depending on the visa validity. The period of validity can never be longer than five years and the authorised stay cannot be more than 90 days in any 180-day period. This can be issued for single, double or for multiple entries:

- **SINGLE ENTRY**

A **single-entry visa** allows its holder to enter a Schengen area only once for a particular period of time. Once you leave the Schengen area the visa expires, even if the time period allowed to stay in the Schengen area is not over yet.

*For example*

*A Chinese dance and music group has a consecutive 3-week tour scheduled in Germany, Netherlands, Belgium and France. They never visited the Schengen area before.*

## • DOUBLE ENTRY

A **double-entry visa** allows its holder to enter the Schengen area twice. In other words for the specific period of time permitted by the visa you can enter the Schengen area, leave and enter again. Once you are out of the country for the second time the visa expires.

### *For example*

*A Chinese dance and music group has a 3-week tour scheduled. First it goes to Germany and Hungary for a number of performances, then the groups leaves the Schengen area for few performances in Bulgaria, after which it would perform in the Schengen area again for another couple of shows, before going back to China.*

## • MULTIPLE ENTRY

**Multiple-entry visa** allows its holder to go in and out of the Schengen area as they please depending on the validity of the visa, the maximum of which is five years.

(However, remember the general rule that Schengen visas are short-stay visas and therefore only entitle the holder to travel in the Schengen area for a maximum 90 days within a period of any 180-days).

### *For example*

*A conductor from Bolivia who is invited as guest conductor with different orchestras in Europe and other parts of the world, has obtained a multiple entry visa to be able to travel easily in and out the Schengen area.*



### **Comment:**

It is quite clear that for performing artists and cultural professionals who are likely to travel frequently to the Schengen area a multiple entry is much more practical, and it is recommended they apply for such a visa.



### **But, attention!**

Even when holding such a visa, the person can still only travel and stay in the territory of other schengen states no more than 90 days in any 180-day period.

## "D" VISA OR NATIONAL VISA

These visas are different to the short-stay Schengen visas, as they are issued on the basis of national law with a view to stays for longer than 3 months in the given country. They are usually granted to certain individuals who intend to **study or work** in one of the Schengen countries. In other words a national visa is usually the type of visa that one applies for when the intended stay will be longer than 90 days in a 180-day period.

While D visas are issued on the basis of national law, their holders, as a general rule, can also move freely in the Schengen area subject to the 90 days in any 180-days period limitation as far as trips to other Schengen countries are concerned.



### Does a special visa for artists exist?

No, the European Union does not provide for an artist visa. **In principle there are no "artist-specific" provisions in the Visa Code either (Regulation 810/2009 which lays down the conditions and procedures for processing visas).**

The logic of the Schengen visa processing is rather different to the one followed by the U.S., for instance. The Schengen rules are general, horizontal rules that apply to all categories of applicants, but although of course the supporting documents to be submitted will differ as they must correspond to the purpose of the intended journey.

**There are, however, certain references to "culture" or "cultural".**

For instance:

- On the **application form** one of the purposes of the journey that can be ticked is "cultural" (it covers active and passive participation, performers at all levels and audience).
- The **visa fee** (currently 60 Euros) **shall be waived** for **representatives** of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, **cultural** or educational events organised by non-profit organisations.

- The **visa fee may be waived** for **participants** aged 25 years or less in seminars, conferences, sports, **cultural** or educational events, organised by non-profit organisations.
- **In individual cases**, the amount of the visa fee to be charged may be waived or reduced when to do so serves to promote **cultural** or sporting **interests** as well as interests in the field of foreign policy [...].

Good to know as well! The visa fee may also be waived for children from six to twelve years old.



**Tip:**

The European Commission has a good web portal available that guides you through the questions and process of application. These are the links:

- [http://ec.europa.eu/immigration/do-i-need-a-visa\\_en](http://ec.europa.eu/immigration/do-i-need-a-visa_en)
- [http://ec.europa.eu/immigration/what-do-i-need-before-leaving\\_en](http://ec.europa.eu/immigration/what-do-i-need-before-leaving_en)



The visa code is available at:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009R0810&from=EN>

Further useful information:

[https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy_en)

Now  
that we know  
who needs a visa  
and what type  
of visas exist,

let's find out more  
about  
the application  
process  
and documents  
requested.

# APPLICATION

## Process and Requested Documents



### How and where should one apply?

If you have to apply for a visa, you should go to the consulate of the country that you intend to visit.

If you intend to visit **more than one Schengen state**, you should lodge your application at the consulate of the country **where you will spend the longest period**.

If you intend to visit several Schengen **states and the stays will be of equal length**, then you must apply to the consulate of the **country whose external borders you will cross first** when entering the Schengen area.

#### **FOLLOW THE STEPS:**

- 1. First have a look at your planned trip or tour schedule.**
- 2. On that basis, list the countries you will visit.**
- 3. Calculate how long you will be in each of the countries.**

Now you know the consulate where to go to lodge your application.

And please do not forget, if you plan to visit a country that is not part of the schengen area please don't forget to lodge a visa application with the consulate of that country.

In principle you have to apply in the country where you legally reside to the Consulate of the Schengen State you're traveling to for your visit. If the (Schengen) country that you will visit has no Consulate where you live, then you should go to the Consulate that is representing the country you intend to visit. In order to know this find out which on it is you should contact the Foreign Affairs Ministry of that country.

Under "info" of the European Commission's Visa site there's a comprehensive list of consular presence: [https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/how\\_to\\_apply\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/how_to_apply_en)

### *For example*

*Concretely, let's suppose a performer from Jamaica is invited to perform at a music festival in Estonia but Estonia does not have a Consulate in Jamaica. In accordance with the corresponding arrangements made by Estonia, and as is indicated on its website as well as in the Commission's overview table, you should apply for a visa at the German consulate.*

In fact most consulates work with external service providers, which implies that the application should be lodged with them. Consulate websites provide detailed explanation about them. It should be noted that these private companies do not make any decisions about the applications, they simply forward them on to the consulates where the decisions are made.



## Simplified visa application procedures for a few countries

Nationals from a number of countries can benefit from **simplified visa applications**. These are countries with which the EU has concluded **visa facilitation agreements (VFA)**.

The EU has a visa facilitation agreement with Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Cape Verde, FYROM, Georgia, Moldova, Montenegro, Serbia, Russia and Ukraine. Many of these countries have become visa-free in the meantime (see above chapter 'who needs a visa').



## Of interest to the cultural sector! For applicants from Armenia, Azerbaijan, Cape Verde and Russia

**The VFAs often foresee special rules for applicants participating in cultural activities, such as:**

- **MULTIPLE-ENTRY VISAS** with a term of validity of up to ONE YEAR to people participating in scientific, cultural and artistic activities who regularly travel to the Schengen countries.

**ATTENTION!** Such visas will only be issued on the condition that during the previous years the applicant has obtained at least one visa of which they have made use **AND** provided that there are reasons for requesting a multiple-entry visa.

- **THE VISA FEE** is waived for persons participating in scientific, cultural and artistic activities including universities and other exchange programmes.

- **SIMPLIFIED RULES TO PROVE THE PURPOSE OF THE JOURNEY:** The applicant should be able to provide a **written request from the host organisation(s)** to participate in the cultural or artistic activities (such as the cultural organiser of an event). The letters from the host organisation(s) should be enough to prove the purpose of the journey, but documents will still be required as regards the socio-economic situation of the applicants, accommodation, travel itinerary, etc.



### **To summarize:**

Check whether the applicant is from one of the following countries to be able to benefit from easier application procedures and/or visa fee waiver: Armenia, Azerbaijan, Cape Verde and Russia.



### **When should one lodge an application?**

This can be done 3 months in advance, but at least 15 days before the start date of travel to the Schengen country.



## What do you need to provide?

1. A **VALID PASSPORT**. First of all, one has to make sure to be in possession of a valid passport with at least two empty pages. In addition, the passport should have been issued within the last 10 years.

The passport must be valid for at least 3 months beyond the date on which you intend to leave the Schengen territory, or, in the case of multiple journeys, the date on which you intend to leave after the last stay.

2. The **visa application form** completed and signed by the applicant.

Please note that any other person appearing on your travel document must complete a separate application form. The visa application form for a child under 18 must be signed by a parent or guardian.

3. A recent identity photograph according to ICAO standards.

4. You will have to allow **your fingerprints** to be taken when you submit your application (exemptions exist for specific categories of applicants).

5. A **Medical travel insurance** covering emergency medical care, hospitalisation and repatriation (including in case of death). The minimum cover should be of 30.000 EUR. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.

6. **Various documents relating to the purpose of your stay**, evidence of **means of support** during your stay, your accommodation and transportation.

**PLEASE NOTE: IT IS CRUCIAL TO HAVE AN INVITATION LETTER FROM THE ORGANISER.**

Besides the requested documents, a **visa fee** of 60 Euros is applicable (unless it is waived under specific conditions). If you lodge your application through an external service provider (ESP) you will most likely also be charged a service fee. This cannot be more than 30 Euros.



## Summary & Tips:

**IF YOU ARE THE APPLICANT** artist or group invited to perform in a Schengen country, check the respective websites and **apply for a visa as soon as possible**. It is advisable to start collecting the necessary documents well in advance. Do not wait until the last moment to lodge your application! Be in contact with your organiser/sponsor.

**IF YOU ARE THE ORGANISER** inviting the third-country national artist or group make sure you provide the **invitation letter well in advance** and remain at the disposal of applicants for further assistance throughout the entire application process.

### **IT IS CRUCIAL TO ESTABLISH AND MAINTAIN GOOD COMMUNICATION**

Other documents to provide can include: the agreement including the artistic fee, the tour schedule, information about your organisation (festival, venue, production company, others). Information on the accommodation foreseen (hotel, other), subsistence foreseen, booked flights. When applicable the employment contract.

It may be useful to inform your Foreign Affairs Ministry / respective consulate about the invited performers or groups and the planned programme or artistic activities.



## How long does it take to get an answer?

As a general rule, a decision is taken by the consulate within 15 days.

This period may, in individual cases, be extended up to 30 days and exceptionally, 60 days, if a more detailed examination of your application and/or additional documents is required.

For instance, some Schengen States require that they **be consulted on visa applications submitted** to other Schengen States by citizens of certain countries. The **consultation process** may take **up to seven calendar days**. Such consultation is currently required for nationals of the following countries:

- Afghanistan
- Algeria
- Azerbaijan
- Bangladesh
- D.R. Congo
- Egypt
- Eritrea
- Ethiopia
- Iran
- Iraq
- Jordan
- Kenya
- Kirgistan
- (North) Korea
- Lebanon
- Libya
- Mali
- Mauritania
- Morocco
- Niger
- Nigeria
- Pakistan
- Palestine
- Rwanda
- Saudi Arabia
- Somalia
- South Sudan
- Sri Lanka
- Sudan
- Syria
- Tajikistan
- Tunisia
- Turkmenistan
- Uzbekistan
- Vietnam
- Yemen



## THUS: Attention!

Applicants of the above countries should foresee enough time in advance to process their application.

**WHEN A VISA IS REFUSED**, the reasons have to be stated in a standard document provided to you with the reasons why the visa was refused. The answer should also include the procedures and deadlines for submitting an appeal.

Unfortunately, the visa fee paid will not be reimbursed in case of refusal.

# ON THE DAY

Of travel and during the journey



## All ready to travel?

Not quite! **Make sure you take with you copies** of the documents you presented when you applied for the visa (e.g. letters of invitation, travel confirmations, other documents stating the purpose of your stay), so that you can show them when requested at the border.

It is also advisable to carry the documents with you during your journey so that you can show them in the event of a control during your stay, or when passing borders between two countries in the Schengen area.

And! **Don't forget** to keep track of the number of days that you are entitled to stay by using the online short stay calculator:

[https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en)

# SUMMARY

Remember! A Schengen visa is always of short duration: maximum 90 days in any 180-day period!

Important questions to ask oneself:

- ☑ **YOUR NATIONALITY:** Which country do you travel from?
- ☑ **THE COUNTRY OF DESTINATION:** Which country, or countries, will you visit?
- ☑ **DURATION OF THE JOURNEY:** How long, in total, will you travel in one, or more, of the countries you intend to visit?
- ☑ **PURPOSE OF THE VISIT:** For what reason are you travelling to the countries you intend to visit?

## **TWO FINAL REMARKS:**

In 2017 and 2018 the European Commission made some new proposals which will have an impact on third-country nationals travelling to the Schengen area in the future.

- The European Union is currently revising the visa rules which should help to improve the visa procedures.
- In the future, third-country nationals that are visa-exempt will be required to obtain an authorisation online via the European Travel Information and Authorisation System (ETIAS) - <https://www.schengenvisainfo.com/etias/>. The system is currently under development and is supposed to be put in place by 2020.

# 10 TIPS

## BEFORE LODGING YOUR VISA APPLICATION

1. Start well enough in advance, up to 3 months in advance if you can.
2. Make sure your passport is valid for at least 3 months after the date when you will leave the Schengen area.
3. Collect all the requested documents, be in close contact with the organisers. Do not hesitate to seek assistance from them!
4. **REMEMBER TO CHECK** that the country of destination is in the Schengen area (which is different from Europe or the EU-Member States). For example the UK is not in Schengen but Iceland and Switzerland are.

## WHEN PRESENTING THE APPLICATION

5. Make sure to be present on the date and time of your appointment.
6. Have all the requested documents with you and double check again before you go to the consulate.
7. Be prepared for requests of additional documents or proof. Provide those as quickly as possible.

## BEFORE THE TRIP

8. Make copies of the documents that you took with you for the application.
9. Make sure to take with you the details of your return flight, proof of your official residence in your home country, your bank account number in your home country (anything that shows the link with the country you are coming from).

## DURING THE JOURNEY

10. As much as possible carry your passport and documents with you, during your visit and stay in the Schengen area.

# Usefull addresses and links

European Commission – DG Migration and Home Affairs

[https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas_en)

Consulates or embassy of countries of the European Union countries

[https://europa.eu/youreurope/citizens/national-contact-points/embassies/index\\_en.htm](https://europa.eu/youreurope/citizens/national-contact-points/embassies/index_en.htm)

Your Europe portal

[https://europa.eu/youreurope/citizens/travel/entry-exit/non-eu-nationals/index\\_en.htm](https://europa.eu/youreurope/citizens/travel/entry-exit/non-eu-nationals/index_en.htm)

Short-stay Visa calculator

[https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en)

General EU Helpdesks:

- Europe Direct: 00800 6789 10 11 – general information about the EU  
[www.europa.eu/european-union/contact\\_en](http://www.europa.eu/european-union/contact_en)

# Glossary and legislative texts

**Schengen State:** in respect to this brochure an EU State or Schengen associated non-EU country processing Schengen visa applications.

**Schengen visa:** An authorisation issued by a Schengen State with a view to

- transit through or an intended stay in the territory of the Schengen States of a duration of no more than 90 days in any 180 days period;
- transit through the international transit areas of airports of the Schengen States.

**Long-stay visa:** visa issued under national legislation allowing for stays beyond 90 days in an EU State. Holders of a national long stay visa also have the right to circulate within the territory of the Schengen States for 90 days in any 180-day period.

**Uniform visa:** visa valid for the entire territory of the Schengen area.

**Visa with limited territorial validity:** visa valid for the territory of one or more Member States but not all Member States.

**ICAO:** the International Civil Aviation Organization is a UN specialised agency that works according the Convention of Chicago to govern civil aviation. The ICAO also establishes Standards and Recommended Practices.

Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code)

<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32009R0810>

Council Regulation (EC) No 539/2001 of 15 March 2001 listing the third countries whose nationals must be in possession of visas when crossing the external borders and those whose nationals are exempt from that requirement

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32001R0539>

Regulation (EC) No 767/2008 of the European Parliament and of the Council of 9 July 2008 concerning the Visa Information System (VIS) and the exchange of data between Member States on short-stay visas (VIS Regulation)

<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32008R0767>

# European Festivals Association

The European Festivals Association (EFA) has been uniting distinguished music, dance, theatre and multidisciplinary arts festivals from Europe and beyond for more than 60 years since its foundation in Geneva, Switzerland, in 1952 as a joint initiative of the eminent conductor Igor Markevitch and the great philosopher Denis de Rougemont.

As the umbrella organisation for arts festivals across Europe and beyond EFA has grown from 15 festivals into a dynamic network representing about 100 music, dance, theatre and multidisciplinary festivals, national festival associations and cultural organisations from 40 countries. EFA's members are the core element that make the Association an open, influential, international place for any festival that wants to be part of a bigger festival community.

Festivals have been working across borders and cultures since the dawn of festivals, before Europe was a project of unity, before Europe was a space that aimed to facilitate cross-border exchanges.

EFA brings festivals together to inspire one another, fosters an exchange of knowledge, helps festivals to speak with one strong voice to shape policy developments, increases networking opportunities, and keeps festivals informed about issues at stake in the festival and cultural world, all under the flag of artistic excellence and internationalisation.

EFA and its members are connected by common beliefs that guide and strengthen the work of festivals in their local contexts. EFA joined PEARLE\* in 2005.

[www.efa-aef.eu](http://www.efa-aef.eu)

# Pearle\* Live Performance Europe

Pearle\*-Live Performance Europe is the European federation representing through its members and associations some 10 000 theatres, theatre production companies, orchestras and music ensembles, opera houses, ballet and dance companies, festivals, concert halls, venues and other organisations within the performing arts and music sector across Europe.

Pearle\*-Live Performance Europe acts as a forum for exchanging information of relevance to members, for sharing experiences in cultural management and technical skills, for supporting and assisting the formation of employers' associations ....., in addition to serving as the body to make representations to the European Commission and any other authorities whose deliberations may affect the work of the Performing Arts in Europe.

The Performing Arts Employers Associations League Europe, or Pearle\* is an international not-for-profit organisation in compliance with Belgian law.

The aim of this non-profit making international non-governmental organisation is the establishing of a stable environment by supporting sustainability and promotion of the Performing Arts across Europe.

Its objects are as follows:

- the exchange of information, experiences and ideas of common interest to members working in the Performing Arts sector
- the obtaining of information concerning all European issues relating to members' interests
- facilitating collective decisions in areas of common interest
- expressing Pearle\*'s views in discussions with bodies whose activities are relevant to Pearle\*
- lobbying in accordance with collective decisions reached by the members' representatives to EU and other authorities
- carrying out all activities connected with the above mentioned activities.

A substantial number of festivals, organisers, production companies in the live music and performing arts encompass cross-border cultural cooperation.

Too often when touring companies, venues, festivals, promoters and organisers work together on an international artistic programme, issues arise related to unexpected problems which occur due to different reasons: a lack of knowledge about the situation in or from another country, differences in administrative practices, papers that are missing or have not been foreseen for, etcetera. For everyone working in the managerial side in the sector, these situations are recognizable and familiar. They are based on misunderstandings or wrong assumptions, but what is more regretful and a real pity is that they may result in performances not taking place, financial losses (which could have been avoided) or missed opportunities to save costs or generate additional income.

Under the auspices of legal experts with an in-depth understanding and knowledge of the sector, a series of booklets were designed under the RISE project (2014-2017) designed on the following topics:

- Social security
- Taxation
- Value added tax
- Copyright

Under the RISE 2 project, the series is further completed with a booklet on:

- Visas

Referred to among ourselves, by way of an inside joke, the ultimate cookbook for cultural managers, the booklets aim to explain, in a way which is easy to understand and to read, what one should know and remember about specific theme, in other words what the ingredients are and how to cook the recipe by providing some tips and tricks.

EFA / PEARLE\*

Partnership in the context of the EFA RISE 2 project

EFA - European Festivals Association

PEARLE\* - Live Performance Europe



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