



# The Ultimate Cookbook

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FOR CULTURAL MANAGERS

VISAS FOR THIRD COUNTRY NATIONAL ARTISTS  
TRAVELLING TO THE SCHENGEN AREA

2020

(an update of the 2018 edition)

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## **EFA RISE 2**

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, 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: <https://www.efa-aef.eu/en/initiatives/efa-rise-2/> or [www.pearle.eu/activity/efa-rise](http://www.pearle.eu/activity/efa-rise)

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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, 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, which 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”. Like all cooks, you are free to add spices, flavourings or other ingredients, depending on your taste and needs.

# INTRODUCTION

Activities undertaken by 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 most Member States of the European Union and four associated European countries. For the purpose of this publication Member State means a EU Member State or an associate state applying the common visa policy.

The European Union has established **uniform rules** for visas when staying for a **short period of time** (up to 90 days in any 180 days period) in the **Schengen area**.

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

The rules for longer stays 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.

A **short-stay visa allows** you to **access and travel** within the **Schengen area**.





## Attention!

It is important to remember that the EU does not regulate labour or work permits for artists or cultural professionals. You should 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 no 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.

# THE SCHENGEN AREA

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 that apply a common visa policy for short stays:

### ■ Schengen Area Countries:

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



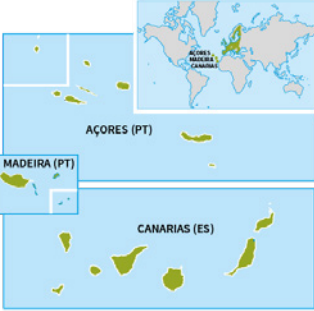
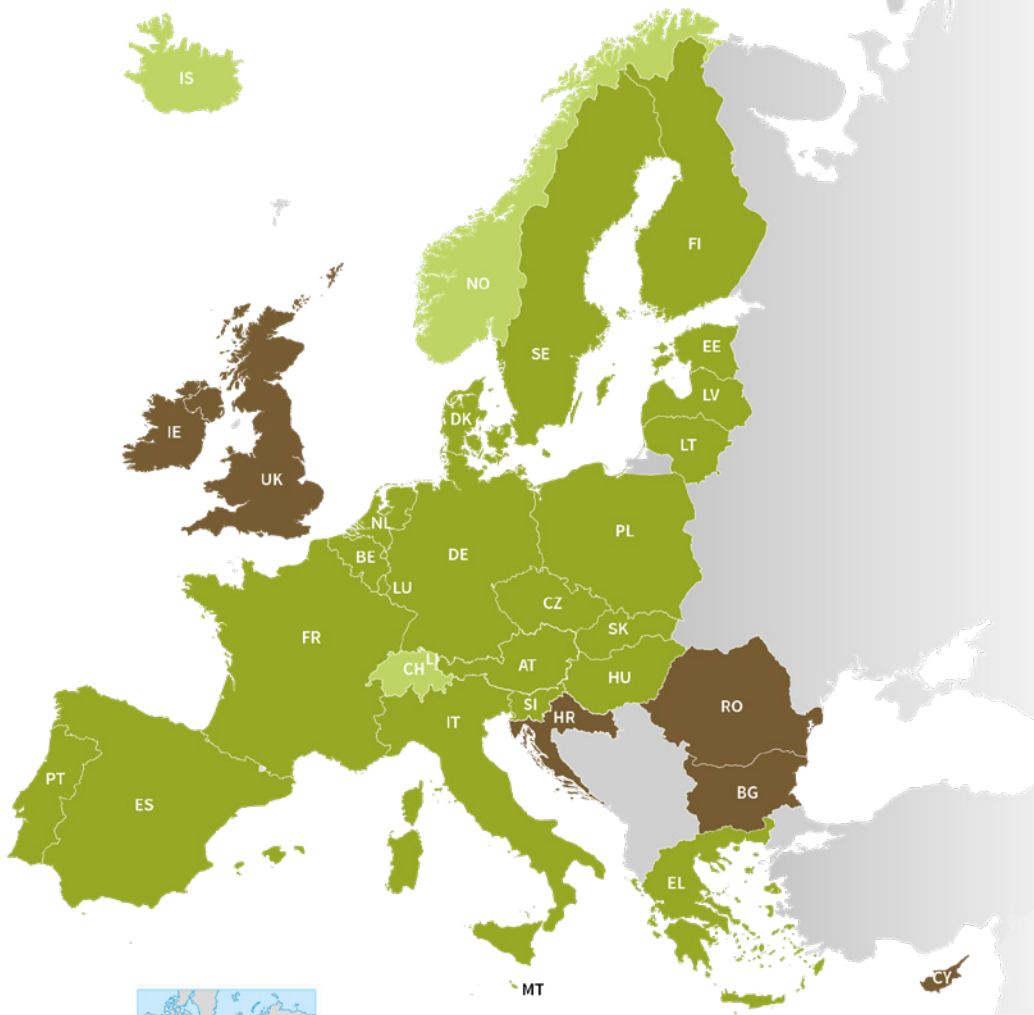
## Attention!

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

- Bulgaria <https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria>
- 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>

Special mention regarding UK

- 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>



- 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)

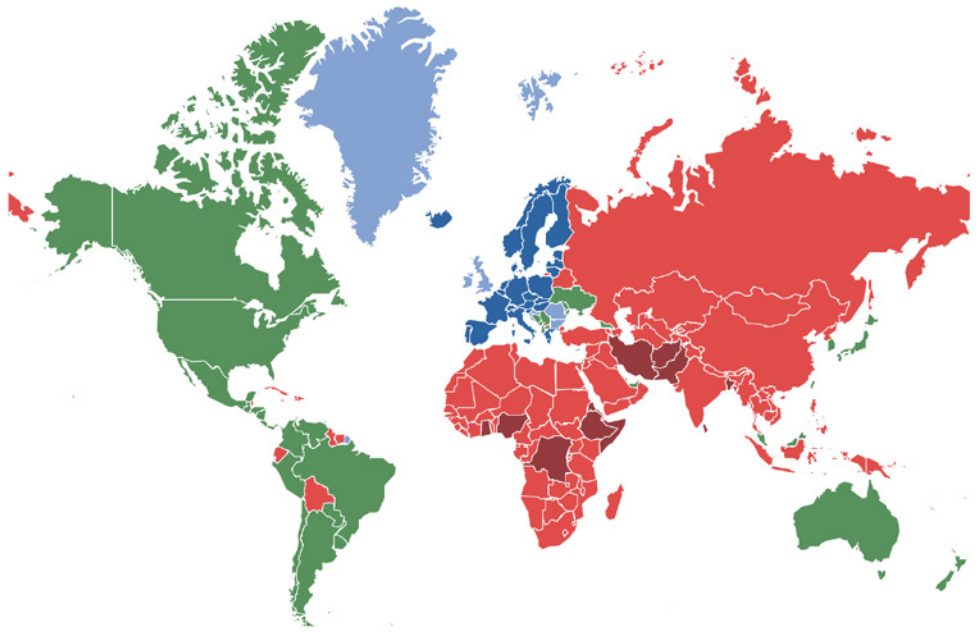
# NATIONALITIES

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
- ESWATINI
- 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
- 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
- NAURU
- 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



## Special remark as regards the UK:

British nationals will be visa exempt as from 2021 onwards (according to reciprocity rules, this will also apply to nationals of EU Member States and the non-EU Schengen countries).

# VALIDITY OF THE VISA

The authorised period that a third-country national can stay in the **Schengen area** is often of crucial importance for artists and cultural professionals as part of their planning schedule.

**A SHORT-STAY VISA:** The **authorised stay and validity of the visa** are indicated on the **visa sticker**. The visa sticker indicates the **duration** of the allowed stay in number of days and a **period** between which you are allowed to travel. The period is indicated by 'from...until' and is usually longer in order to allow the traveller flexibility, but the number of days **MUST** always be respected.

**It is recommended** to check the information carefully so that possible errors can be corrected immediately upon receipt of the visa.

A uniform 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**. **To consider the 180-day term one always has to look backwards at each day of the stay.** In other words the 180-day term is a **moving concept**.

**THIS 90 DAYS RULE** - which **ALSO APPLIES TO 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 rules apply for long stays (over 90 days)?

If you need to **stay longer than 90/180 days** you must **apply for a long stay permit**, either a visa or a residence permit for the (main) country of destination.

This may apply to 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 Single Permit in the country of destination. See the next chapter on 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: **airport transit visa** and **short-stay visa**. Only the latter is relevant for artists and other cultural professionals intending to travel to a Schengen state.

The airport visa only entitles its holder to transit through a Schengen airport, for example someone from Nigeria, travelling through Frankfurt Airport (Germany) on the way to the USA as final destination. The need for an airport transit visa will depend on a person's nationality.

### SHORT-STAY VISA

The person holding a short-stay 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 or for multiple entries valid up to maximum five years.

#### • SINGLE ENTRY

A **single-entry visa** allows its holder to enter the **Schengen area** only once for a particular period of time. Once you leave the **Schengen area** the visa expires, even if the time period which you're 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.*

## • MULTIPLE ENTRY

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

When an applicant has received three single-entry visas in the previous two years, a multiple-entry visa valid for one year will, in principle be issued.

A multiple-entry visa valid for two years will, in principle, be granted when the applicant has lawfully used a one-year MEV.

Finally, a MEV of five years will, in principle, be granted when the applicant has lawfully used a two-year MEV within the previous 3 years.

This means that a third-country national who has travelled to the **Schengen area** before and received a valid Schengen visa builds up a visa history which is taken into account. In other words, one does not start from scratch each time.

### *For example*

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



### **Comment:**

In order to obtain a MEV you must be able to prove that you need to travel frequently. Besides justification, reliability, integrity and visa history will also be taken into account.



### **But, attention!**

Even when holding a multiple-entry visa, the person can still only travel and stay in the **Schengen area** 90 days in any 180-day period.

## NATIONAL VISA

These visas are issued on the basis of national law with a view to stays for longer than 90 days in the given country. They are usually granted to certain individuals who intend to **study or work** in one of the Schengen countries. Holders of national visas can also move freely in the Schengen area, while respecting the 90 days in any 180-days period limitation, where trips to other Schengen countries are concerned.



### Does a special visa for artists exist?

No, there are no "artist-specific" provisions in the Visa Code

(Regulation 2019/1155 amending regulation 810/2009 establishing a Community Code on Visas)

The Schengen rules are general, horizontal rules that apply to all categories of applicants providing them with access to the **Schengen area**. Supporting documents to be submitted **must correspond to the purpose** of the intended journey and in general prove fulfilment of entry conditions.

**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 80 Euros or 40 Euros for children) **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 [...].

- Applications may be lodged by a professional, cultural, sports or educational association or institution on behalf of its members.

(Remark: prior acceptance should be obtained at the relevant Consulate).  
The visa fee may also be waived for children from six to eighteen 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:

- EU Immigration Portal: [https://ec.europa.eu/immigration/general-information\\_en](https://ec.europa.eu/immigration/general-information_en)
- EU Migration and Home Affairs required Documents: [https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/required\\_documents\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/required_documents_en)
- EU Migration and Home Affairs Frequently Asked Questions: [https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/docs/frequently\\_asked\\_questions\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/docs/frequently_asked_questions_en.pdf)

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



### 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 or the country which is your main destination for the purpose of your stay**.

#### *For example*

*It is possible that an artist who is engaged by an arts organisation for a tour to several countries will decide to apply to the employer's country, being the principal "purpose of stay", even when there will be a longer stay in another country as part of the tour.*

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 in order to lodge your application.

- 4. Check also whether the option of 'purpose of stay' could be considered to determine the country for the application**

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 to the Consulate of the Schengen country you are planning on visiting in the country where you live (legally reside).

If the Schengen State that you intend to visit doesn't have a Consulate in the country where you reside, you should contact the central authorities (Ministry of Foreign Affairs or Immigration Office) of that country. They will inform you whether that Schengen State is represented by another in the country where you reside.

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*

*Specifically, assume a performer from Jamaica is invited to perform at an Estonian music festival 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.*



## How does the visa application work in practice?

Most Consulates work with external service providers (ESP) for the lodging of applications. Consulate websites provide detailed explanation about them. It should be noted that these private companies do not take any decisions on the applications, they simply forward them on to the Consulates where the decisions are made.

The ESP can give information on the visa procedure and collect the documents and biometric data (if necessary) for the visa application in order to submit them to the Consulates. The ESP can also manage the appointment, if applicable, at the Consulate.

In principle the service fee for an external service provider should not be more than half the amount of the visa fee, i.e. 40 Euros (irrespective of a possible visa fee waiver). It should not be more than 80 Euros where the Member State has no Consulate and is not represented by another Member State.



## Who can apply?

There are three categories that may lodge an application:

- The applicant her/himself
- An accredited commercial intermediary (usually referred to as a travel agency)
- A professional, cultural, sports or educational association or institution on behalf of its members, if allowed by the specific Consulate



## Comment

A music, dance, theatre, circus group from a third-country may thus lodge the application on behalf of the artists and staff who will take part in the tour. However, bear in mind that if fingerprints have not been taken yet, individuals will be required to visit the Consulate in person (see next).



## How to apply?

When travelling to the **Schengen area** for the first time, one must attend in person for the collection of fingerprints.

Once the biometric data is collected, one may submit the visa application manually or electronically (where available and where an electronic signature is recognised by the Member State). Most Member States now have the option to submit the application electronically.



## Comment

It is important to remember the date of visiting the Consulate for the fingerprints so that you are able to remind the Consulate of the action already undertaken when re-applying for a visa. **So please take note of the date of the collection of fingerprints in your agenda.**

The application form is always, and at the very least, available in the official language of the Member State for which the visa is requested or in the official language of the country where the applicant is applying.





## 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, Cape Verde, Russia. In 2020 the EU also signed a VFA with Belarus.



## Of interest to the cultural sector!

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 for people participating in scientific, cultural and artistic activities who travel regularly to the Schengen countries.

**ATTENTION!** Such visas will only be issued on the condition that during 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 Armenia, Azerbaijan, Cape Verde or Russia in order to benefit from easier application procedures and/or visa fee waiver.



## When should one lodge an application?

This can be done up to **6 months** in advance, but at least 15 days before the starting date of travel to the Schengen country.



## What do you need to provide?

**1. A VALID PASSPORT.** First of all, one has 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 last stay.

**2. THE VISA APPLICATION FORM** completed and signed by the applicant. It is of the utmost importance that the form is filled in properly and all required fields are completed. It is particularly helpful and recommended for artists and cultural professionals to explain the purpose of their stay.

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 TRAVEL MEDICAL 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.

- Proof of sponsorship detailing whether it concerns an individual, a company or an organisation (including contact details),
- Proof of financial means (such as bank statement),
- Proof of will to return to the resident country (e.g. by demonstrating the planning of an activity or business, or by returning to one's family)

**PLEASE NOTE:**

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

Besides the requested documents, an administrative cost in the form of an 80 Euro will be requested (or 40 Euros for children between 6 and 12 years) unless it is waived under specific conditions, such as young people participating in cultural events. If you lodge your application through an external service provider (ESP) you will most likely also be charged a service fee for their service, which cannot be more than 40 Euros.



**Good to Know**

**IF THE APPLICATION IS REFUSED** because the application is not considered admissible, i.e. certain formal provisions were not fulfilled, the visa fee shall be reimbursed (and the application form and documents returned)



**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 early 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. Ask for your appointment with the Consulate or the ESP in time, as it may take a while before the visit is arranged.

**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 be provided 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), coverage of travel and accommodation and other expenses linked to the stay and booked flights. When applicable the employment contract.

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



## **How long does the process take?**

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

This period may, in individual cases, be extended up to 45 days, if a more detailed examination of your application and/or additional documents are required.

For instance, central authorities of Schengen States can require to verify or examine the **visa applications submitted** to other Schengen States by citizens of certain countries. This may extend the consultation process before a reply is given.

**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.

**VISA GRANTED? CONGRATULATIONS.** Now, **PLEASE** check very carefully the **dates mentioned** for the allowed stay as those **MUST CORRESPOND** with the travel scheme (arrival and departure). If it is different from what you submitted in your application, please contact the Consulate so that the mistake can be rectified. This way you avoid problems at border control when arriving/leaving the **Schengen area**.



### Ready to travel?

Not quite! **Make sure you take copies** of the documents you presented when you applied for the visa with you (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?

## A SPECIFIC REMARK REGARDING VISA-EXEMPT TRAVELLERS

The EU has decided to set up a system where 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://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/smart-borders/etias\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/smart-borders/etias_en).

The process of obtaining travel authorisation will normally be within minutes. The cost will be 7 Euros. The ETIAS system is not operational yet. It will certainly not be available until the end of 2022.

# 10 TIPS

## BEFORE LODGING YOUR VISA APPLICATION

- ✔ **1.** Start well in advance, up to 6 months beforehand if possible. Apply for your appointment with the Consulate (if needed) well enough in advance.
- ✔ **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. Fill in the application form properly and thoroughly with as much detail as possible. 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 Ireland 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 or the external service provider.
- ✔ **7.** Be prepared for requests of additional documents or proof. Provide those as quickly as possible. Check if the dates on the visa sticker correspond with your travel as soon as your passport is returned.

## BEFORE THE TRIP

- ✔ **8.** Make copies of documents that you used 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.** Keep your passport and documents with you, during your visit and stay in the **Schengen area** to be able to show them in case of control during your stay.

# 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)

European Union Embassies and Consulates

[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:** for the purposes of 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

- visit or stay in a Schengen States territory for 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 or national 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 (EU) 2019/1155 of 20 June 2019 amending regulation (EC) No 810/2009 of the European Parliament and of the Council establishing a Community Code on Visas (Visa Code)  
[https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L\\_.2019.188.01.0025.01.ENG](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2019.188.01.0025.01.ENG)
- Regulation (EU) 2018/1806 of the European Parliament and of the Council of 14 November 2018 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  
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1806>
- 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)  
<https://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, 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 EFA RISE project (2014-2017) on the following topics:

- Social security (March 2016)
- Taxation (March 2016)
- Copyright (March 2016)
- Value added tax (January 2017)

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

- Visas (update May 2020)
- Social Security (upcoming update 2020)

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 RISE 2 is supported between 2017 and March 2021  
by the Creative Europe programme of the European Union

EFA - European Festivals Association  
PEARLE\* - Live Performance Europe



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