

The following are the two templates for letters to write when applying for a short stay visa for an EEA country. Adapt to suit to your own circumstances. The first is for the UK/EEA Family member written in support of the application. The second is for the applicant i.e. the NON EEA Family member.

1. LETTER FOR EEA/UK SPOUSE ON BEHALF OF NON EEA FAMILY MEMBER
THIS IS A TEMPLATE LETTER FOR THE SPOUSE OF AN EEA FAMILY MEMBER
APPLYING FOR AN EEA VISA AS THE FAMILY MEMBER OF AN EEA CITIZEN.
IT IS A GENERIC LETTER TO COVER ALL EEA COUNTRIES

Embassy Address

Name of Embassy

Street Name

Town/City

Country

Date:

Application Transaction Number:

Dear Sirs,

RE: APPLICATION FOR A VISA FOR THE FAMILY MEMBER OF AN EEA CITIZEN
NAME OF FAMILY MEMBER:

Could you please note that I am the wife/husband (delete as appropriate) of the above named applicant, I intend to travel to (insert name of EEA Country) to exercise my treaty rights in accordance with the EU Directive on Free Movement.

Please also note that my husband/wife (delete as appropriate) wishes to apply for a visa to accompany me, as is his/her (delete as appropriate) right as the family member of an EEA Citizen.

To assist in the application please find enclosed the following :-

1. Visa Application Form
2. Passport of Applicant
3. Copy of EEA Citizen's passport
4. Marriage Certificate OR
4. Birth Certificate (if applying for dependant family member other than spouse)
5. Intended Travel Itinerary (not always necessary but some embassies insist)

Please note that the said visa should be issued under the Directive 2004/38EC in a timely manner and should be free of charge.

Under this Directive there is no requirement that my family member should submit any of the following:

- bank statements
- pay slips
- letters from your present or future employer or school
- letters of reference
- proof that you will return at the end of the trip
- airline tickets
- confirmed hotel bookings
- references or guarantees from people in the destination country

From the Directive 2004/38/EC, Article 5.2 (Right of Entry relating to non EEA Family members),

“ 2) Family members who are not nationals of a Member State shall only be required to have an entry visa in accordance with Regulation (EC) No. 539/2001 or, where appropriate, with national law. For the purposes of this Directive, possession of the valid residence card referred to in Article 10 shall exempt such family members from the visa requirement.

Member States shall grant such persons every facility to obtain the necessary visas. Such visas shall be issued free of charge as soon as possible and on the basis of an accelerated procedure. ”

I respectfully request that you issue my husband a visa as soon as possible.

Yours faithfully,

2. THIS IS THE LETTER TO WRITE IF YOU ARE THE NON EEA FAMILY MEMBER AND APPLYING TO ACCOMPANY OR JOIN YOUR UK/EEA FAMILY MEMBER
THIS IS A TEMPLATE LETTER FOR THE EEA FAMILY MEMBER APPLYING FOR AN EEA VISA AS THE FAMILY MEMBER OF AN EEA CITIZEN.
IT IS A GENERIC LETTER TO COVER ALL EEA COUNTRIES

Date:

Address of Embassy here

Street

Country

Dear Sirs

Visa Application for Family Member of an EEA Citizen

Please find enclosed my application for a visa as the spouse of an EEA Citizen. I confirm that I will be accompanying my EEA Family member to (insert name of EEA Country here).

I also enclose my passport, copy of my spouse's passport and marriage certificate to confirm our relationship.

Could you kindly note that there is no legal requirement to submit any of the following:

- bank statements
- pay slips
- letters from your present or future employer or school
- letters of reference
- proof that you will return at the end of the trip
- airline tickets
- confirmed hotel bookings
- references or guarantees from people in the destination country

May I respectfully draw your attention to the following, taken from Directive 2004/38/EC where a visa is required,

“Member States shall grant such persons every facility to obtain the necessary visas. Such visas shall be issued free of charge, as soon as possible and on the basis of an accelerated procedure”

I look forward to hearing from you, as soon as possible, that my visa has been granted as the family member of an EEA Citizen.

Yours faithfully,