



List of travellers VISA scheme

The British Council will issue the List of Travellers form in the UK, for school trips to countries in the European Union (EU) for pupils on the trip who are of a **non-EU nationality**. The List of Travellers form allows the pupils to go on the trip without getting a visa. You may also hear it referred to as a 'Visa Waiver Form'. If the pupils on a trip are all from the UK or EU countries, then the form isn't needed.

Which countries accept the forms?

The use of the List of Travellers form has been officially accepted by the following countries:

Austria	Belgium	Croatia	Cyprus	Czech Republic
Denmark	Estonia	Finland	France	Germany
Greece	Hungary	Iceland*	Ireland	Italy
Latvia	Lithuania	Luxembourg	Malta	Netherlands
Norway*	Poland	Portugal	Romania	Slovakia
Slovenia	Spain	Sweden	Switzerland**	

* Iceland & Norway are both members of the European Economic Area (EEA) which allows them to be part of the EU's single market.

** Switzerland is neither an EU or EEA member but is part of the EU's single market. The British Council can provide you with copies to support the actual List of Travellers forms.

If you are entering a country not listed, you will need to contact the appropriate embassy to find out what is needed to enter that country.

A directory of Foreign Embassies in the UK is available at <http://www.fco.gov.uk>

Please note that the form cannot completely guarantee entry into a country. It is used instead of a visa but even a visa does not completely guarantee entry into a country (i.e. Immigration Officials have the power to turn away visa holders).

Who can use the form?

The form cannot be used as a visa waiver by anyone other than school children, and cannot be used for any trips other than those organised and lead by a general education school or sixth form. This would include non-EU teachers accompanying the trip who should contact the relevant embassy in order to secure a visa.

For any enquiries please contact general.enquiries@britishcouncil.org

To use the List of Travellers any non-EU pupil must:

- Be a pupil at a general education school or Sixth Form College. Please note, Further Education (FE) colleges are not eligible to use the form
- Be on an organised school trip with their own school
- Be accompanied by a teacher from their school
- Have their own valid passport (in their own name). A pupil cannot travel on their parent's passport unless they are accompanied by their parent, who would be required a visa from the relevant embassy.
- Be legally resident in the UK. There should be evidence in their passport of leave to remain in the UK (for example, their UK visa or residence permit, or a stamp from the home office or immigration official).

Important Notes

- Students at FE colleges or universities are not eligible to use the form.
- Children cannot use the form to go on trips with other schools or with youth organisations.
- Children cannot travel using a parent's passport.
- The form can only be used in conjunction with a passport or other valid travel document. Although the LOT form secures visa exemption, it cannot be used as a travel document.
- The group must be accompanied by a teacher from the school in question who is able to present the List of Travellers form detailing the pupils he or she is accompanying.
- The forms can only be sent to schools and cannot be sent to private addresses.
- Normally only the pupils who require a visa to travel would need to be listed.
*Please note, if you are travelling to or through Germany then you need to follow a slightly different procedure; please see the website for further details, or get in touch with the British Council.

HOW TO APPLY:

Applications must be made at least two weeks before the date of departure. You can apply for the form online at <http://listoftravellers.britishcouncil.org> The system will not allow you to complete an application if you are within two weeks

before the date of departure. If this is the case, then please contact the British Council directly. According to the Decision of the European Council of 30.11.1994, based on Article K.3.2.b of the European Union Treaty: A Member State shall not require a visa for a school pupil who is not a national of a Member State but who is legally resident in another Member State and who seeks to enter its territory either for a short stay or transit,

CONTACT DETAILS FOR THE BRITISH COUNCIL

British Council Information Centre

Bridgewater House

58 Whitworth Street

Manchester M1 6BB

Tel. +44 (0) 161 957 7755 <https://schoolsonline.britishcouncil.org/partner-school/list-travellers-visa-sch>

Got a question, concern, suggestion or maybe some advice for fellow party leaders? Get in touch! We'd love to hear from you.