Embassy
of the Federal Republic of Germany
Manama

SCHENGEN VISA - TOURISM

*This information leaflet has been generated by the German Embassy in Manama. It is valid for visa applications in Bahrain if Germany or one of the represented countries is your **main destination**. This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate visa applications. It can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.*

I. DOCUMENTS TO BE SUBMITTED (non-submission may lead to refusal of application)

		Submitted
1	**Application form – *available also online - free of charge*** • Fully completed in English or German and signed and dated by the applicant himself (signed by both parents in case of minors, below the age of 16)	
2	**Passport** • Validity minimum three months from the date of expiry of the requested visa. • Signed by bearer • Passport not older than 10 years (issued in the last 10 years) • At least two free "visa pages" • Previous passport if applicable IMPORTANT: valid BHR residence permit (**valid at least until the date of expiry of the requested visa / intended end of journey)**	
3	**Two recent biometric passport sized photographs (3.5x4,5 cm)** Requirements: • Should ***n o t*** be older than 6 months. • A frontal view of the face covering 70-80% (32-26mm) of the photo. • A uniform and white background. • Clear facial features and eyes – not covered by hair or glasses frame. • Head coverings are only accepted for religious reasons. Do not glue or staple the pictures to the application form.	
4	**Photocopies** • 1 passport copy of pages containing personal data • 1 copy of BHR residence permit / visa • Copies of previous Schengen visa	
5	**Overseas medical insurance** Requirements: • Valid for the entire duration of the requested visa and for all Schengen countries. • Minimum coverage 30,000 € and repatriation. (Medical insurances of credit cards are not accepted) • Conditions must be stated either on insurance document or on separate confirmation letter	
6	**Flight and hotel reservation:** • Valid (existing) hotel booking / reservation with full address (name, street, city, zip code, contact information, booking ref.) • flight reservation or travel itinerary	
7	**Letter from local employer / sponsor** including name, postal address and telephone number of sponsor/company , with details regarding applicant's working position, starting date of employment and salary and timeframe of work leave (expected date to resume duties) and purpose of travel.	
8	**Proof of financial means of the applicant in Bahrain**, e.g. personal bank statements of at least the last 3 months before application, personal property, assets, others ….	
9	**Additional documents for minors below the age of 16 (if applicable) – proving legal parenthood:** • Copy and ***German or English translation*** of either birth certificate / proof of adoption / custody decree if parents are divorced / death certificate of parent (Embassy reserves the right to request the original document at a later stage) • **Documents need to be translated into either German or English** • "Letter of consent" from parents, including passport copies of both parents/ legal guardian	

NOTE: Special rules might apply for some nationals which passports are not recognized by the German authorities or in the represented countries. You might be requested to come personally to the Embassy. Visa processing might take more time.

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II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- Applications should be filed using the online VIDEX application www.videx.diplo.de. Applicants are requested to thoroughly check all entries in their application (paper and/or the electronic "VIDEX") prior to submission. Responsibility for all given information lies within the applicant himself.
- Only complete applications can be accepted; non-submission of necessary documentation may lead to refusal of visa application.
- All visa fees must be paid upon submission of the above in cash (BHD) only. The application, passport and visa fee will be forwarded to the German Embassy within one working day after submission. The service fee remains with VFS Global.
- The processing time at the Embassy due to necessary and obligatory legal requirements **takes up to 15 calendar days**. Applicants are requested to apply well in advance, but – due to legal requirements - not more than 3 months prior to the intended date of journey. **Applicants are also kindly requested to refrain from status inquiries.**
- During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn if a written request by the applicant himself is presented to the Embassy. Consequently, the application will be cancelled / withdrawn and the passport returned via VFS Global within 2 working days.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and /or further consequences.
- **The German Embassy Manama reserves the right to ask for additional documents and /or call applicant for an interview.**

III. REMARKS to be filled out VFS staff (please tick, what is relevant):

✓	Applicant has	□ **NO Schengen Visa**	□ **previous Schengen Visa (please attach copies)**
✓	Applicant travels	□ alone □ with family member/s □ with a group as ……..(please specify e.g. colleague, escort, sponsor)	
✓	Applicants documents are	□ complete	□ **NOT** complete
		Due to incomplete docs,	□ applicant has been informed of option to withdraw application to complement the same to avoid refusal.
			□ applicant wishes to submit application.

Other Remarks: ……

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IV. SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

…… ……..
City and Date (signature of applicant)

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

…… ……..
City and Date (signature VFS staff)