



Embassy
of the Federal Republic of Germany
Kuala Lumpur

Address:
26th Floor, Menara Tan & Tan
207 Jalan Tun Razak, 50400 Kuala Lumpur
Postal Address:
P.O. Box 10023, 50700 Kuala Lumpur
Website:
www.kuala-lumpur.diplo.de
E-Mail:
info@kual.diplo.de

Schengen Visa – Visit

For identification purposes and fingerprints, applicants are required to appear in person at the German Embassy during visa submission and **each applicant** has to submit the following documents:

- 1 duly completed Schengen Visa application form (*downloaded from the embassy's website*)
- 1 biometric passport-size photograph (*grey or white background, facial expression must be neutral with the mouth closed and looking directly at the camera, not older than 6 months*)
- Valid passport (*data page and signature page only; minimum 6 months remaining passport validity upon returning to Malaysia*) (Original + 1 copy)
- Malaysian permit/ permanent residence (*minimum 3 month validity upon returning to Malaysia*) (Original + 1 copy)
- Previous Schengen Visas including entry and exit stamps (Original + 1 copy)
- Signed invitation letter, a copy of his/ her passport (*data page only*) and German permit of the invitee (1 copy)
- Formal Obligation "Verpflichtungserklärung" (*to be obtained by the inviting person residing in Germany from the competent aliens authority*) (Original + 1 copy)
- Flight itinerary (1 copy)
- Proof of accommodation (*complete address of accommodation/ hotel reservation*) (1 copy)
- Travel insurance with minimum coverage of € 30.000,- (*not applicable for spouse of EU-Members*) (1 copy)
- Proof of sufficient funds (*bank statements and salary slips from the past 3 months*) (1 copy)
- Letter from the **school/ college/ university/ institute in Malaysia** stating your **duration of holiday/ grant of study leave/ semester break** (1 copy)
- Statement from employer stating the **purpose and duration** of your **travel/ designation** including your **monthly income** and the **date of your commencement of employment** (1 copy)
- Copy of spouse/ parents passport including Malaysian permit/ permanent residence (Original + 1 copy)
- Marriage/ divorce certificate (Original + 1 copy)
- Birth certificate (*applicable to minor applicants only*) (Original + 1 copy)
- Valid rental agreement or proof of house ownership in Malaysia (Original + 1 copy)

Visa fee: € 80 (*payable in Malaysian Ringgit cash only*)

Processing time: minimum 7 days

Please ensure that your application documents are complete! Incomplete applications may result in rejection of the visa application.

Each visa application will be reviewed individually. Therefore the requested documents may vary. The Embassy reserves the right to ask for additional documents at all times.

This information is regularly updated but makes no claim to be complete.

TRAVEL PLAN

Please list all Schengen countries that you will visit in chronological order including arrival and departure date.

1st country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

2nd country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

3rd country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

4th country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				