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SCHENGEN VISA FOR VISIT PURPOSES (VISIT OF FRIENDS OR FAMILY)

Only by appointments booked online at <https://visa.vfsglobal.com/pse/en/deu>

Application documents

Please print out this information sheet and bring it to your visa appointment. Please **sort** your application documents in the following order and tick the box on the left to certify that you are submitting the document. Documents have to be submitted as original plus one copy, Arabic documents have to be submitted together with a German or English translation. Documents without translation cannot be considered for your application.

The fee for all types of visas is 90 Euro (has to be paid in Israeli Shekel in cash when submitting the visa application)

	Required documents	Check
1	<p>1 application form for a Schengen-Visa</p> <p>Please use the online app https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt</p> <p>Please print the form together with the bar code, sign it and bring it with you together with the other documents to your visit at the office of VFS Global. Please use the Videx assistant if you need support while filling in the form.</p>	<input type="checkbox"/>
2	<p>2 biometric passport pictures</p> <p>2 identical photos, light background, not older than 3 months (see example)</p>	<input type="checkbox"/>
3	<p>Passport</p> <p>Valid, signed (validity has to exceed the duration of the visa you are applying for by at least 3 months, especially if you apply for a longer-term visa), issued within the last 10 years, at least 2 empty pages</p> <p>ID Card</p> <p>old passports if they contain visas</p>	<input type="checkbox"/>

4	<p>Documents confirming travel purpose:</p> <ul style="list-style-type: none"> • Formal invitation ('Verpflichtungserklärung', not older than six months), registered by the aliens' authority ('Ausländerbehörde') <p><u>OR</u></p> <ul style="list-style-type: none"> • Informal invitation by your friend or family member including passport copy or copy of the residence permit in Germany <p><u>AND</u></p> <ul style="list-style-type: none"> • Flight reservation (no booking necessary), Proof of accommodation, e.g. hotel booking or similar, if applicable 	Check
5	<p>Documents regarding bonds to the Palestinian territories:</p> <ul style="list-style-type: none"> • Documents regarding occupation <ul style="list-style-type: none"> - Employees: Original, recent and signed employer's letter, confirming duration of employment, position of the applicant, amount of income - Self-employed: Confirmation of Chamber of Commerce, proof of economic activity of the company (e.g. tax certificate, bank account statements of the company or similar) - Pensioners: Proof of pension payments • If applicable: Proof of property, non-economic activity <p>Students and pupils:</p> <ul style="list-style-type: none"> • School certificate / University certificate including permission to leave during term (if applicable) and school reports / university transcripts 	
6	<p>Documents confirming sufficient funds are available for the trip:</p> <ul style="list-style-type: none"> • Formal invitation ('Verpflichtungserklärung', not older than six months) obliging the inviting person to cover all public costs in respect to the applicant's stay during the next five years <p><u>OR</u></p> <ul style="list-style-type: none"> • Current stamped bank statement of private bank account of the last four months (with sufficient means) 	
7	<p>Sufficient travel health insurance</p> <p>with cover of at least €30,000, to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the stay(s) on the territory of the member states and valid for all Schengen member states.</p>	

Please note: If you are not employed and your spouse is financing your trip, please submit your spouse's employment certificate, salary slips and bank statement. The same applies to schoolchildren and students who travel without their parents. The parents' proof of income and bank statements must be presented here.

Additional documents to be submitted for applications of minors (at least one legal guardian and the child must be present when submitting the application):		Check
5	<ul style="list-style-type: none"> • ID Cards of both parents with legible paper document with the ID number of the child • In case the child is not added to the ID Cards of the parents: Birth Certificate of the child • If only one parent applies: Proof of custody for the child (e.g. Death Certificate of the other parent, custody decision by the court after divorce) or declaration of consent by the other parent with the trip (in certified form) 	

Please note:

You can apply for your Schengen-visa up to 6 months in advance of your intended travel date; you have to apply at least 15 days in advance. You are responsible for arranging your appointment in time.

Only complete applications can be accepted; non-submission of necessary documentation may lead to a refusal.

Additional documents might be requested on submitting the application.

Applicants are required to appear in person.

Upon submission of your application as well as of all required documents the processing will take at least (minimum) 15 days at the Representative Office.

Original documents might be requested upon arrival at the airport.