

VISA APPLICATION CENTRE FOR GERMANY

VISIT VISA CHECKLIST

Document	Specifics
<input type="checkbox"/>	Original Passport and one photocopy must be valid for another three months after conclusion of travel and must have two empty pages. Photocopies of all visas and immigration stamps for the last 5 years.
<input type="checkbox"/>	Two current biometric passport pictures
<input type="checkbox"/>	Visa application form completely filled out and signed by applicant
<input type="checkbox"/>	Proof of relationship with the sponsor (e.g. birth- / marriage certificates, which substantiate the kinship) Written correspondence, telephone connections and other evidence of relationship between applicant and sponsor
<input type="checkbox"/>	If no formal obligation is submitted: An informal invitation letter by the host letter indicate host's exact address of residence, the purpose of travel and the full duration of travel and stay
<input type="checkbox"/>	Details regarding the means of travel for the outward - and return journey details regarding the airline, no flight reservation is needed
<input type="checkbox"/>	Visa Fee (EUR 80.-) refer to waived and reduced visa fee list if applicable
<input type="checkbox"/>	Statement of account(s) of the previous six months with bank confirmation
<input type="checkbox"/>	- OR -
<input type="checkbox"/>	Formal Obligation Original + 1 photocopy
<input type="checkbox"/>	Travel Health Insurance valid for the duration of the stay, minimum coverage of EUR 30,000. - valid for all Schengen States. PH THIs must be accredited (original & 1 photocopy), DE THIs can be submitted as photocopy, fax or scan
<input type="checkbox"/>	If employed: Proof of employment (ITR, COE, Approved Leave of Absence) COE must include: employers full name, complete address, telephone number with area code, details regarding the position, income, employment duration
<input type="checkbox"/>	- OR -
<input type="checkbox"/>	If self-employed: proof of registration and commercial activity of the company (ITR, Bank certificates, company accounts, etc.)
<input type="checkbox"/>	- OR -
<input type="checkbox"/>	If you are a pupil/student: School / university certificate: proof of enrollment; if applicable: letter of exemption from studies
<input type="checkbox"/>	AND, if applicable Proof of real estate property e.g. original land title (for validating photocopy), deed of sale

Additional documents for children below 18:

<input type="checkbox"/>	Personal appearance of both parents (if residing in the PH) during submission of visa application with valid ID	Valid ID: passport or driver's license *if the person(s) having custody over the child reside abroad, the declaration of consent must be given before a German (honorary-) consul, if residing in DE the declaration of consent must be given before the Aliens Authority
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<input type="checkbox"/>	Original Birth Certificate of the child	issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA)
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If travelling without both parents:

<input type="checkbox"/>	Declaration of consent by the legal guardian(s),	signed in front of a German consular office
- AS WELL AS -		
<input type="checkbox"/>	Passports of the legal guardian(s)	original and one photocopy of the data page
- OR -		
<input type="checkbox"/>	Proof of legal custody	for minors with parents whose marriage was dissolved/annulled
- OR -		
<input type="checkbox"/>	Death Certificate of the other parent	issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA)
- OR -		
<input type="checkbox"/>	DSWD Travel permit	

I have been informed that:

If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will be returned to me with a repayment of the visa fee but not the service fee;

I will not have my passport in my possession during the process of my visa application;

An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application;

The following declaration in case the documents are incomplete:

The applicant has confirmed that s/he has no documents to submit other than those listed above.

The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.

Additional supporting documents may be requested by the Embassy of the Federal Republic of Germany. In case of visa refusal fees are not refundable.

Signature of Applicant: _____ **Signature of VFS Official** _____

Remarks: _____