

Last update: September 2025

**SCHENGEN VISA – TOURISM**  
**DOCUMENTS TO BE SUBMITTED**

		<u>Submitted</u>
1	<b>VIDEX Application form – available online <a href="https://videx.diplo.de">https://videx.diplo.de</a></b> <ul style="list-style-type: none"> <li>Fully completed in English or German and personally signed and dated by applicant</li> </ul>	
1a	<b>For minors below the age of 18</b> <ul style="list-style-type: none"> <li>The application form must be signed by both parents / legal guardian</li> <li>A form “letter of consent” signed by the parents/legal guardian must be attached</li> <li>Passport copies of parents/ legal guardian</li> <li>Birth certificate with an English translation</li> </ul>	
2	<b>Hotel reservation</b> <ul style="list-style-type: none"> <li>Valid &amp; confirmed hotel reservation incl. full address (name, street, city, zip code, contact information, booking ref.)</li> <li>Vouchers from travel agencies are not accepted as proof of accommodation</li> <li>Travel itinerary <b>new</b></li> </ul>	
3	<b>Overseas medical insurance</b> <ul style="list-style-type: none"> <li>Only insurance companies authorized by the German Embassy Doha are accepted</li> <li>Valid for entire duration of period of first stay and valid for all Schengen states</li> <li>Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted)</li> </ul> <b>For multiple entry visas:</b> a signed form ‘Declaration on Travel Health Insurance’ must be Submitted	
4	<b>Letter from local employer/sponsor (not older than one month) must include (not for QAT Nationals)</b> <ul style="list-style-type: none"> <li>Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration</li> <li>Name, postal address, telephone number, position of employee</li> <li>Salary income of applicant</li> <li>Attached copy of Company Registration/computer card showing legal representative(s)</li> </ul>	
5	<b>Accompanying domestic workers (not for QAT Nationals)</b> <ul style="list-style-type: none"> <li>must have resided in Qatar not less than one year and worked for the same employer since at least 6 months</li> <li>Stamped original and copy of employment contract registered with the competent Qatari labor authorities</li> </ul>	
6	<b>Proof of financial means of applicant (not for QAT Nationals)</b> <ul style="list-style-type: none"> <li>Original stamped and signed personal bank statements (current and savings) with salary income (minimum last 3 months and not older than 2 weeks from the day of submission)</li> </ul> <b>NOTE:</b> In case financial means are provided by a relative in direct line (parent/child) or spouse, please submit birth certificate or marriage certificate with an English translation to prove the relationship	
7	<b>Photocopies</b> <ul style="list-style-type: none"> <li>1 copy of passport pages with personal data and signature of passport holder</li> <li>1 copy of Qatari residence permit</li> <li><b>IMPORTANT:</b> valid Qatar residence permit (minimum validity up to return to Qatar)</li> </ul>	
8	<b>Fees: 90 EUR at the current exchange rate in QAR</b>	

I. **REMARKS to be filled out VFS staff (please tick what is applicable):**

✓ Applicant's documents are  complete

**NOT** complete - applicant has been informed of option to withdraw application to avoid possible re- fusal but wishes to submit application

**NOT** complete - applicant will submit missing documents within 48 hours to VFS

**YES** - The applicant has been informed of the maximum processing time of 15 days and that he may not be able to arrive on time.

**Other Remarks (VFS)**

II. **SIGNATURES and AGREEMENT** \_\_\_\_\_

THE APPLICANT HAS BEEN INFORMED OF THE ABOVE REMARKS.

.....  
City and Date

.....  
Signature VFS Staff