



SCHENGEN VISA - Visit

DOCUMENTS TO BE SUBMITTED

		Submitted
1a	<p>VIDEX Application form – available online https://videx.diplo.de</p> <ul style="list-style-type: none"> Fully completed in English or German and personally signed and dated by applicant 	
1b	<p>For minors below the age of 18</p> <ul style="list-style-type: none"> The visa application form must be signed by both parents A form “letter of consent” signed by the parents/legal guardian must be attached Passport copies of parents/ legal guardian Birth certificate with an English translation 	
1c	<p>One recent biometric passport sized photograph (3.5x4,5 cm)</p> <ul style="list-style-type: none"> Must not be older than 6 months with bright background and frontal view of the face Digitally altered passport Photos cannot be accepted <p>Do not glue or staple the photos to the application form</p> <p>General information about your Passport</p> <ul style="list-style-type: none"> Validity of a minimum of three months from the date of expiry of the requested Visa Signed by passport holder Passport not older than 10 years (issued within the last 10 years) A minimum of two blank pages to be used for visas Previous passport if applicable 	
2	<p>Verification of purpose of visit:</p> <ul style="list-style-type: none"> Original and duplicate of formal obligation, signed at the foreigner’s office by the host in Germany with guarantee to cover all costs of applicant during his/her stay in Germany in accordance with §§ 66-68 of the Law of residence (formal obligation must not be older than 6 months from the date of application) sent directly to applicant (not for QAT Nationals); <u>and / or</u> Personalized original invitation letter from the host in Germany/Schengen incl. full address of host and applicant’s purpose of visit <u>and</u> Passport copy of host in Germany/Schengen State and copy of his/her residence permit for Germany/ Schengen State if applicable (not for QAT Nationals) 	
3	<p>Accompanying domestic workers: (not for QAT Nationals)</p> <ul style="list-style-type: none"> must have resided in Qatar not less than one year and worked for the same employer since at least 6 months Stamped original and copy of employment contract registered with the competent Qatari labor authorities Duly filled out letter of guarantee signed by sponsor Passport copy of sponsor and copy of his/her Schengen Visa 	
4	<p>Overseas medical insurance</p> <ul style="list-style-type: none"> Only insurance companies authorized by the German Embassy Doha are accepted Valid for entire duration of period of first stay and valid for all Schengen states Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted) For multiple entry visas: a signed form ‘Declaration on Travel Health Insurance’ must be submitted 	
5	<p>Letter from local employer/sponsor (not older than one month) must include (not for QAT Nationals)</p> <ul style="list-style-type: none"> Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration Name, postal address, telephone number, position of employee Salary income of applicant <p>Attached copy of Company Registration/computer card showing legal representative(s)</p>	

6	<p>Proof of financial means of applicant (not for QAT Nationals)</p> <ul style="list-style-type: none"> 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) <p>NOTE: 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</p>	
7	<p>Photocopies</p> <ul style="list-style-type: none"> 1 copy of passport pages with personal data and signature of passport holder 1 copy of Qatari residence permit <p>IMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar)</p>	
8	Fees: 90 EUR at the current exchange rate in QAR	

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
I.

.....
Signature VFS Staff