



CHECKLIST FOR VISIT VISA

Documents Required for Visit Visa Application		Yes	No	Remarks
1	Application form duly filled (online VIDEX or manual) and signed by the applicant (For children up to 16 registered in a parent's passport a separate application form has to be filled and all required documents to be submitted)			
2	Declaration form signed by the applicant (under section 54 II and 53 German Residence Act)			
3	In case of minors (below 18 years of age): Parental Authorization Both parents must sign the parental authorization and also have to sign the application and declaration forms. From 16 years of age also the minor has to sign the application and declaration forms. Passport copies of parents (with signatures!) have to be attached with the application.			
4	Original passport duly signed and 1 copy of the data page and previous Schengen visas (VFS: to be put as very last document in the visa application file)			
5	Photographs: Two recent biometric photographs (35mm X 45mm) not older than 6 months (one fixed to the form, one loose) with white/bright background.			
6	Proof of Travel Medical Insurance coverage (EUR 30.000): The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment not excluding COVID-19 infections , or death during the stay (Travel Insurance certificate is compulsory)			
7	Original invitation letter Invitation letter from a family member or friend in Germany mentioning the relationship, reason and period of visit. The letter must contain an issuing date, the full address and signature of the inviting person. A formal invitation letter to be filled and signed by the inviting person at the competent municipality office/ aliens' authority in Germany is recommended for non-Saudi applicants and compulsory for them if they do not have sufficient own funds. (to be provided in original and copy)			
8	Flight reservation Copy of the round trip airline reservation with passenger details and the complete travel itinerary. The reservation should prove that the stay in Schengen does not exceed 90 days.			
9	Declaration letter and family Iqama if relevant Letter from one family member stating/ explaining the relationship with the applicant and declaring responsibility for all the expenses of all family members which may incur during the entire trip to the Schengen-area.			
10	For employed individuals and their spouses - Employment letter/ Sponsor letter addressed to the German Embassy stating the purpose of the visit, date of joining the company, job position and monthly salary and allowances of the applicant/ head of the family. The letter has to be attested by the Chamber of Commerce. Cost coverage by employer/ sponsor if relevant. In case of non-Saudi applicants also the duration of the contract has to be mentioned and whether it will be renewed. For self-employed individuals/ businessman - Commercial Registration For holders of diplomatic or special passports – Letter from Ministry of Foreign Affairs or respective Embassy			



11 Original Bank Statements: Recent bank statements of the past 6 months proving the <u>monthly salary</u> transfer (if salary is not paid cash) and with sufficient funds available for the intended stay. If the salary is paid cash, salary slips for the last 6 months have to be submitted. The bank statements have to be stamped by the bank. For Saudi nationals bank statements of the past 3 months are sufficient.			
12 Photocopy of Saudi National ID Card /Residence Permit (Iqama) (with translation)			
Additional Documents for Non-Saudi Nationals			
13 Iqama copies and Absher excerpt (“family services”) of all family members residing in Saudi-Arabia.			
14 Exit & Re-Entry visa Official excerpt of the Electronic Exit/Re-Entry Visa (Absher/Muqem) mentioning exact dates as per Gregorian calendar (Exit before ... / Return before ...) and expiry date of the Iqama			

General information:

Visa applications can be submitted at the earliest **6 months** before and **at the latest 15 calendar days** before traveling. Passports are not handed out during the visa process.

To withdraw your application, please submit a signed withdrawal letter.

Documents in Arabic language are **not** accepted! All documents must be either in English or translated into German or English.

Important information for Palestinians - Only the following passports / travel documents are recognized:

- Passport or Travel document issued by the Palestinian National Authority, only if the ID-Number mentioned in the document begins with the numbers 4, 8 or 9
- “Document de Voyage pour les Réfugiés Palestiniens”/”Travel Document for Palestinian Refugees” issued by the Egyptian authorities, only if the document contains a valid re-entry visa and the holder resides in Egypt
- Alien’s passport (T-series) issued by the Jordanian authorities
- “Document de Voyage pour les Réfugiés Palestiniens”/”Travel Document for Palestinian Refugees” issued by the Syrian authorities, only if Germany is included in area of validity and the right to return is secured.

Important information for Syrians:

Passports are recognized only when they are **signed** by the bearer **itself**, except if the passport owner is younger than 10 years. If a Syrian passport is not duly signed on page 2, the owner itself will have to sign the passport at a Syrian Embassy/Consulate.

Additional Information (Representative /Travel Agents):

An authorization letter signed by the applicant has to be submitted along with the visa application by the representative/ travel agent. The telephone number of the applicant (not representative/travel-agent) has to be mentioned in the application.

Remarks: _____

Declaration:

I have been informed that the Embassy of the Federal Republic of Germany Riyadh reserves the right to ask for additional supporting documents and does not guarantee the issuance of the requested visa. In case of visa refusal, visa and service fees are not reimbursed. I have also been informed that an application without a complete set of documents according to this checklist is considered incomplete and may result in a rejection of my visa application. I am aware that there is no obligation from the Embassy to ask for missing documents.

I have been further informed that even an issued visa is no guarantee to be allowed to enter the Schengen-area. The immigration police officers have the right to re-check the purpose of my trip, my financial means and willingness to return to Saudi-Arabia.

I have therefore been advised to carry all relevant documents with me. In case of any doubts or if my travel purpose has changed since the visa issuance my entry to the Schengen area might be refused.

I note that with a visa issued by the German Embassy I am expected to travel to Germany as my main destination. Schengen visas have to be used for travel to the country which issued the visa.

Date

Applicant’s Signature

VFS Officer