



Last update: 05.11.2015

| <u>Airport Transit Visa Checklist</u> | | yes | no | n/a |
|--|---|-----|----|-----|
| <i>Please note, that an airport transit visa will permit you to stay in the international transit area of the airport (Germany: Frankfurt, Munich, Hamburg, Düsseldorf, Berlin-Tegel and Köln-Bonn) only. You may not leave the airport or change terminals. This visa will allow one stopover only on each route (outward and return trip).</i> | | | | |
| 1) | Application Form (one per applicant perfected with full names, no initials) | | | |
| 2) | Two passport photographs (full face on white background, not older than six month, one attached to the application) | | | |
| 3) | Fee of 60 EUR to be paid in LKR (children below the age of six are free, six to below 12 pay 35 EUR) | | | |
| 4) | Current and (if any) previous passports - Current passport must be valid for at least 3 months beyond the intended stay. - Surname and names should be entirely spelled. No initials. - A copy of the bio page and amendment page should be annexed to the application form. - Children can travel in their parent's passport if they are under 15 and full names (no initials) are endorsed - Passport shall contain at least two blank pages. | | | |
| 5) | Visa of Country of Final Destination (a copy should be annexed) | | | |
| 6) | Travel itinerary | | | |
| 7) | Children: <i>Letter of consent of both parents or guardian with birth certificate and copies of parents' passports or District Court appointment decree. Both parents or guardian have to appear in person for the interview.</i> | | | |
| 8) | Other/Voluntarily submitted documents (recommended for first time travellers) <i>such explanatory documents, further proof of will to return, etc.</i> | | | |

Please note:

- It is recommended that you apply as early as possible. The application cannot be lodged earlier than three months before. Please bear in mind that there may be waiting times for appointments of up to two weeks.
- Applications shall be processed within 15 calendar days of the date of lodging of an admissible application. In individual cases, notably when further scrutiny is needed or in cases of representation, this period may be extended up to 30 calendar days. When additional documentation is needed, the period may be extended up to 60 calendar days.
- Documents should be sorted according to this list.
- All documents should be attached to the visa application in copy.
- Original documents should be submitted, too. They will be returned with the passport.
- Documents in Sinhala and Tamil must be presented with an official English or German translation.
- E-Mail transmissions are not acceptable as supporting documents.
- In addition to the above mentioned documents the Embassy may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof their case and therefore are advised to submit only complete applications.
- I have been advised that an application with incomplete or false information may be refused.

- Please turn over -

VAC official to select as appropriate:

- The applicant has confirmed that he/she 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. The following documentation is missing/incomplete:

Place, date

Signature VAC official

Signature of applicant *

* signature and organisation/relationship to the applicant, in case of authorised third party handing in the documents