Missions
of the Federal Republic of Germany
in the United Arab Emirates

(Stand May. 2022)

SCHENGEN VISA – CULTURE / SPORTS

*This information leaflet has been generated by the German Consulate in Dubai. It is valid for visa applications in the United Arab Emirates if Germany is your **main destination**. This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate visa applications. It can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.*

I. DOCUMENTS TO BE SUBMITTED

		Submitted
1.	**Application form – *available also online - free of charge*** I. Fully completed in English or German and signed and dated by the applicant himself (signed by both parents in case of minors, below the age of 18)	
2.	**Passport** • Validity minimum three months from the date of expiry of the requested visa. • Signed by bearer • Passport not older than 10 years (issued in the last 10 years) • At least two free "visa pages" • Undamaged pictures securely affixed with/to passport • Previous passport if applicable • IMPORTANT: valid UAE residence permit (**valid at least three months from the date of expiry of the requested visa / intended end of journey)** • IMPORTANT: valid UAE residence permit and for electronic UAE residence visa holders, a printout from https://smartservices.icp.gov.ae/echannels/web/client/default.html#/fileValidity of **both the electronic residence visa and Emirates ID. (valid at least three months from the date of expiry of the requested visa / intended end of journey)**	
3.	**Two recent biometric passport sized photographs (3.5x4,5 cm)** Requirements: • NEW! Should ***NOT*** be older than 6 months. • A frontal view of the face covering 70-80% (32-26mm) of the photo. • A uniform and white background. • Clear facial features and eyes - not covered by hair or glasses frame. • Head coverings are only accepted for religious reasons.	
4.	**Photocopies** • 1 passport copy of pages containing personal data • 1 copy of the signature page (signed by passport holder) • 1 copy of UAE residence permit • Copies of previous Schengen visa - if applicable- • For GCC Nationals- Copy of valid Emirates ID card	

5.	**Overseas medical insurance** Requirements: • Valid for the entire duration of the requested visa and for all Schengen countries. • Minimum coverage 30,000 € and repatriation. (Medical insurances of credit cards are not accepted) • Conditions must be stated either on insurance document or on separate confirmation letter	
6.	**Travel Itinerary including** • Valid (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact in-formation, booking ref.) • flight reservation	
7.	**Letter from local employer / sponsor (NOL)** including name, postal address and telephone number of sponsor/company , with details regarding applicant's working position, starting date of employment and salary and timeframe of work leave (expected date to resume duties) and purpose of travel. Additionally valid trade license copy for investor/partner of company.	
8.	**Documents reflecting the nature /purpose of the journey and stay of artist/ member of cultural / sports association in Germany:** Artist / Athlete Member of Cultural / Sports Association in the UAE travels to a cultural/ sports event organized in cooperation with a German Cultural / Sports Association: • Letter of Local UAE Cultural Association / Sports Association stating timeframe and schedule of cultural event / sports camp with details of organizer/host with full address in Germany, as well as purpose of cultural camp/event and information who covers costs (accommodation, travel expenses). If the applicant is **under the age of 18**, signed "letter of no objection" of school/university confirming participation in cultural / sports event. • Letter of Local German Cultural / Sports Association with full address, stating partner of cooperation, timeframe and schedule of camp / event.	
9.	**Additional documents for minors below the age of 18 (if applicable) – proving legal parenthood:** • Copy of either birth certificate / proof of adoption / custody decree if parents are divorced / death certificate of parent (Consulate reserves the right to request the original document at a later stage) • **Documents need to be translated into either German or English.** • "Letter of consent" (Authorization of Minors) from parents, including passport copies and valid UAE residence visa copies of both parents/ legal guardian.	
10.	**Proof of financial means of the applicant in the UAE, e.g. personal bank statements of at least the last 3 months before application, personal property, assets etc.**	

❖ **NOTE: Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Visa Section of the Consulate. The Visa processing time in such cases varies.**

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- Applications can be filled using the online VIDEX application https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic "VIDEX") prior to submission.
- Responsibility for all given information lies within the applicant himself.
- Only complete applications can be accepted; non-submission of necessary documentation may lead to refusal of visa application.

- All visa fees must be paid upon submission of the above in cash (AED) only. The application, passport and visa fee will be forwarded to the German Consulate within one working day after submission. The service fee remains with VFS Global.
- The processing time at the Consulate due to necessary and obligatory legal requirements **takes up to 15 days**. Applicants are requested to apply well in advance, but – due to legal requirements - not more than **180 days** prior to the intended date of journey. **Applicants are also kindly requested to refrain from status inquiries.**
- During the whole processing time the passport has to remain with the German Consulate. Passports can only be withdrawn if a written request by the applicant himself is presented to the Consulate. Consequently, the application will be cancelled / withdrawn and the passport returned via VFS Global within 2 working days.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and /or further consequences.
- **The German Consulate Dubai reserves the right to ask for additional documents and /or call applicant for an interview.**

III. REMARKS to be filled out VFS staff (please tick, what is relevant):

✓ Applicant has □ **NO Schengen Visa** □ **previous Schengen Visa (please attach copies)**

✓ Applicant travels □ alone
□ with family member/s
□ with a group as..... (please specify e.g. colleague, escort, sponsor)

✓ Applicants documents are □ complete □ **NOT** complete
Due to incomplete docs, □ Applicant has been informed of option to withdraw Application to complement the same to avoid refusal.

□ Applicant wishes to submit application. Other

Remarks:

IV. SIGNATURES and AGREEMENT

a) For Visa Applicant: I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

b) For VFS staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

....
City and Date (signature of applicant)

....
City and Date (signature VFS staff)