

1. Germany visa application forms need filed online and signed by applicant. Please find the link to fill up the form https://videx.diplo.de/ap1_web/?1

2. Passport should be valid for six month from the date of travel. (20 years passport are not accepted)

3. Booking Certificate as per Tour. (Only for GIT)

4. Hotel confirmation as per tour requires. (GTA confirmation not accepted)

5. Tour Itinerary

6. Confirmed return tickets

7. Medical Insurance. (Should cover the trip)

8. Payment receipt (For GIT)

9. Bank Statement. Updated bank statements till date from the past 6 months with round stamp

10. Income tax return of 3 years requires.

Mumbai :

1. Three Photographs should be as per Germany specification(35 by 45, white back ground, 75 to 80%face & matt finish)Photocopies of the passport. The applicant must provide photocopies of first and last pages of the original passport, including copy of all valid visas

2. Covering letter addressing to the consulate by the applicant mentioning complete personal address, phone/fax numbers and/or e-mail–address as well as describing exact purpose of stay in the Schengen States (original, no copy)

3. Employment Letter. A letter from your employer/school (on business letterhead, with contact details), stating that a

leave of absence has been granted and that you will be returning to your current job. If you are selfemployed, include a copy of your business license and tax return. If you are retired please submit proof of your retirement fund. Personal Invitation. If staying with friends or family, a letter of invitation from the host in Germany, NOTARIZED by the appropriate city hall in Germany can be used instead of the hotel reservation

4. Visa fee for applicants applying in Mumbai would be payable in the form of demand draft in favor of "VFS Global services Pvt ltd" payable at PAR from Nationalized & Public sector banks.

Delhi :

1. Three Photographs should be as per Germany specification(35 by 45, white back ground, 75 to 80% face & matt finish).

2. Photocopies of the passport. The applicant must provide photocopies of first and last pages of the original passport, including copy of all valid visas

3. Covering letter addressing to the VISA Officer Embassy of Germany by the applicant mentioning complete personal address, phone/fax numbers and/or e-mail-address as well as describing exact purpose of stay in the Schengen States

4. Employment Letter. A letter from your employer/school (on business letterhead, with contact details), stating that a leave of absence has been granted and that you will be returning to your current job.

5. If you are self-employed, include a copy of your business license and tax return. If you are retired please submit proof of your retirement fund

6. Personal Invitation. If staying with friends or family, a letter of invitation from the host in Germany, **NOTARIZED** by the appropriate city hall in Germany can be used instead of the hotel reservation.

Kolkatta :

1. Fully completed and signed declaration “Provision of true and correct information” (either in English or in German)

2. Photographs: Three recent passport photographs according to biometric specifications (size 35mmx 45mm, lengthwise size of the face 32-36mm with white background and contrast-colour clothing) one attached to the form and one loose

3. Photocopy of all the printed pages of the passport. In case of any ‘observation’ in the passport, a photocopy of that page too

4. Cover letter from applicant, explaining the exact purpose and duration of the stay in Germany

5. Proof of relationship between applicant and inviting person from Germany, if applicable

6. Copies of all pages of the passport of the inviting person from Germany, if applicable

7. Proof of occupation

(i) For Students: School/ college fee book and ID card (original and photocopy)

(ii) If Employed: Statement of the employer and/or letter from the company working for in India (original)

(iii) If Self Employed: Covering letter on company letterhead, company registration and tax documents

(original and photocopy)

8. Proof of sufficient revenues – income tax return for last two years, bank statements for last three

months, salary slip (original and photocopy) for the last six months or Formal Obligation Letter

(“Verpflichtungserklärung”) according to Articles 66-68 of the German Residence Act (AufenthG)

along with one copy in case the stay in Germany is sponsored by a person residing in Germany.

9. A confirmed hotel voucher (original and photocopy) or letter of invitation from friends/relatives in Germany (original).

10. Itinerary for entire stay in Germany / the Schengen Area along with one photocopy

11. Marriage Certificate, if applicable along with one photocopy and an attested translation into the English language

12. A not transferable, not negotiable confirmed return ticket (photocopy)

13. International health insurance, covering the duration of the stay (photocopy). In case of a multiple entry one year visa, travel insurance should cover the duration of the first visit though an adequate travel medical insurance is must for any subsequent visit(s) to any of the Schengen Member States.

14. Required Visa fees (60 Euros, payable in Indian Rupees only) to be paid by Demand Draft at

the time of submission of the visa application.

- The Demand Draft should be in the name of the "Consulate General of the Federal Republic of Germany, Kolkata", payable in Kolkata and must not be older than 2 months.

- The Demand Draft should accompany one copy of the duly filled Demand Draft Form (can be found under 'Required Forms-Download')

Minors must submit a written consent of both parents or of their legal guardian regarding travel, application

forms must be signed by both parents at the visa counter. If applicable, Death certificate of parent(s) and/or

Court Order regarding custody (Original and photocopy)

Applicants who desire to travel to Germany for medical treatment require :

(i) a medical certificate issued by their doctor in India

(ii) a written confirmation of an appointment in a hospital or with a doctor

(iii) proof that the cost of the medical treatment can be covered

Applicants who desire to travel to Germany for taking part in a political/ scientific/ cultural/ sports/

religious events or other reasons require :

invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host

organisation and the length of stay or any other appropriate document indicating the purpose of the

journey

Note : Additional documents or documented evidence may be required in certain cases.

– Please refer General Information before applying for the visa.

– Please refer Checklist for Tourist/Visitor's visa applicants.

– Schengen visa can be obtained for a maximum duration of 90 days per half year.

– As a general rule first time travellers need to appear for an interview and should apply well in advance.

– The validity of a Schengen visa cannot exceed the validity of the passport.

– For holders of an Indian “Identity Certificate” (yellow passport) re-entry permit and visa for India

issued by the Indian Government are required. Processing a Schengen visa can take up to 14

working days.

Bangalore :

**1. personal covering letter with entire travel plan
Verpflichtungserklärung (formal obligation letter) of your
German sponsor**

or

hotel reservations for entire trip

2. Flight reservation, rail tickets, others

3. Proof of accommodation (hotel reservation or invitation)

4. Travel health insurance (minimum coverage: EUR 30,000 in the entire Schengen area; validity has to match travel dates)

- 1 copy of your passport's data page (A4 size copy)
- proof of employment / company's registration certificate, if self-employed
- proof of sufficient funds to cover the costs of your proposed trip, e.g. bank statements
- 2 passport pictures according to biometric specifications
- Demand Draft

For Minors:

- birth certificate
- if travelling unaccompanied by parents, consent letter signed by both parents & applicant
- form signed by both parents
- passport copies of the parents

5. All documents need to be presented in original plus ONE copy (A4 size).