

## **General Information**

- The visa application can be submitted at the earliest six months prior to the planned trip.
- Documents that are not issued in German or English must be submitted together with a translation.
- Each visa application is reviewed individually. The German missions reserve the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.

Visa application checklist			
Please use the following checklist to make sure that your documents are complete. Please submit the documents listed below in according order.			
Original	Сору		
×		Fully completed and signed application including and signed declaration	
×		One (1) recent biometric passport photo (35 x 45 mm; see specimen photos)	
X	X	<ul> <li>Signed passport meeting the following requirements:</li> <li>a. Its validity must exceed the duration of the intended stay in Germany by at least 3 months</li> <li>b. It must contain at least 2 blank pages</li> <li>c. It must have been issued (not extended!) within the past 10 years</li> </ul>	
X	×	US alien registration card or valid US resident visa (type A, E, F plus endorsed I-20, G, H, I, J plus J1 document, L, O, R)	
	×	Proof of address in respective German Mission's jurisdiction e.g. valid driver's license/State ID, utility bill, lease agreement	
	X	Proof of relationship to the German citizen: a. Marriage certificate and/or b. Birth certificate	
	×	Passport of the German citizen	
X	X	<ul> <li>Proof of adequate financial means <ul> <li>a. Your American Checking account statements of the last three months stating your name and address (personal account only, not business account)</li> <li>b. If you are financially supported by your spouse/other family member: <ul> <li>Signed sponsor letter</li> <li>Employment letter from sponsor</li> <li>Bank statements of the last three months</li> <li>Proof of relationship</li> <li>Passport copy</li> </ul> </li> <li>Foreign bank statements, fixed term deposit accounts or depots, bank statements for Travel Money Cards, credit card limits or cash cannot be accepted as proof of</li> </ul></li></ul>	
		sufficient funds.	

Original	Сору	
	×	Confirmed flight (roundtrip)/travel reservations with the name of passenger
	X	Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest
	X	<ul> <li>Proof of travel health insurance stating:</li> <li>a. Name of the applicant</li> <li>b. Coverage of at least 30,000 EUR for any expenses in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death</li> <li>c. Validity for the entire Schengen area</li> <li>d. Validity for the entire duration of stay/transit in the Schengen area</li> <li>Please check your name and date of birth on the insurance policy.</li> <li>Employment letter and insurance cards are not accepted as proof of coverage.</li> </ul>

## **Visa application fees**

Processing fee:

Payable in USD only.

Conversion into USD is made based on the exchange rate at the time of the application.

## **Completeness of application**

The application is complete:

 $\Box$  Yes  $\Box$  No, the documents/information indicated above are lacking.

Declaration when application is not complete:

I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.

place, date, signature

This information sheet has been prepared with utmost care. It is intended to provide a point of reference to our clients but may not be fully applicable to every individual case. If you have further, more specific questions which are not answered by the information contained here nor on our website <u>www.germany.info/visa</u>, please contact the German Embassy/Consulate General serving your U.S. home state.