

Schengen visa

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. Therefore, the requested documents might vary. The Embassy reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- Additional information for minor applicants on page 3.

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 required	Copy required			
×		Fully completed and signed <u>application</u> including <u>declaration</u> pursuant to Section 54 Residence Act		
×		One (1) recent biometric passport photo (see specimen photos)		
×	×	Signed passport meeting the following requirements: a. Its validity must exceed the duration of the intended stay in Germany by at least 3 months b. It must contain at least 2 blank pages c. It must have been issued (not extended!) within the past 10 years		
×	×	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, e.g. valid driver's license, utility bill, lease		
	×	Confirmed flight (roundtrip)/travel reservations with the name of passenger		
	×	Proof of <u>travel health insurance</u> stating: a. Name of the applicant b. Coverage of at least 30,000 EUR for medical expenses and repatriation c. Validity for the entire Schengen area d. Validity for the entire duration of stay in the Schengen area Only insurance confirmation, no letters of employer, is accepted. The insurance has to be issued either in the US or in Germany.		

→ more information on following page(s)



Business visa						
	on behalf of your employer, e.g. consulting, training, meeting, audit					
	additional documents					
Original required	Copy required					
X	X	Recent and signed letter from your U.S. employer stating: a. Duration of recruitment b. Kind of business relations with the German company c. Travel purpose d. Duration of business trip(s) e. Guarantee to cover all travel expenses; if applicable				
X	X	Recent and signed formal invitation from your business partner in Germany stating: a. Kind of business relations b. Travel purpose c. Duration of business trip(s) d. Guarantee to cover travel expenses and costs of stay; if applicable In case you should be invited for several trips over a longer period of time, the invitation letter has to explicitly state this. Should you go on a business trip within the same company, we still request a separate letter from each office, USA and Germany.				
	×	Confirmed hotel reservations stating name, address and telephone of the hotel, including confirmation number as well as name of the guest				
	Tourist vice					

Tourist visa

Please note that the application has to be submitted to the Embassy/Consulate of the Schengen country that is your main destination as per the amount of days you are spending there.

Only if you are spending an absolute equal amount of time in each country can the application be submitted to the Consulate of the country that will be your first entry point to the Schengen area.

additional documents

Original required	Copy required		
X	×	Letter of employer/university/school stating the following; if applicable: a. Duration of recruitment b. Status c. Income d. Confirmed upcoming leave	
	×	Confirmed hotel reservations stating name, address and telephone of the hotel, including confirmation number as well as name of the guest	
×	X	Proof of adequate financial means: a. Your bank statements of the last three months stating your name and address, b. If you are financially supported by your spouse/other family member: signed sponsor letter, bank statements, proof of relationship, passport copy We cannot accept Travel Money Cards or cash as proof of sufficient funds.	

→ more information on following page(s)



	Visitor visa					
	in order to visit relatives or friends living in Germany					
	additional documents					
		additional documents				
Original required	Copy required					
×	×	Letter of employer/university/school stating the following; if applicable:				
		a. Duration of recruitment				
		b. Status				
		c. Income				
		d. Confirmed upcoming leave				
	×	Invitation letter and passport copy of the host				
		Letter must include personal data, relationship between host and applicant, address and phone number, duration of stay				
×	×	Proof of adequate financial means:				
		 a. Your bank statements of the last three months stating your name and address b. Formal obligation letter ("Verpflichtungserklärung") of the person inviting you issued by the competent German authority c. If you are financially supported by your spouse/other family member: signed sponsor letter, bank statements, proof of relationship, passport copy 				
		We cannot accept Travel Money Cards or cash as proof of sufficient funds.				

Minors						
	under 18 years of age					
	additional documents					
Original required	Copy required					
×		Fully completed and signed <u>application</u> including <u>declaration</u> pursuant to Section 54 Residence Act Both parents must sign application unless one parent has the sole custody or a residence order for the minor.				
×	×	Proof of sole custody (if one parent has sole custody) (e.g. birth certificate of child, adoption papers, court decision on custody)				
×	×	Passports from both parents (or the one that has sole custody)				
×	X	Birth certificate of the minor applicant If one parent is unable to appear at the interview, the minor child has to provide a notarized letter of travel consent issued by the parents with notarized signatures and passport copies				

→ more information on following page(s)

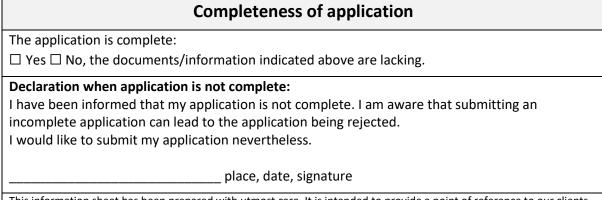


Visa application fees

Processing fee:

Payable in cash only.

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



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 www.germany.info/visa, please contact the German Embassy/Consulate General serving your U.S. home state.