

<u>Schengen visa</u>	
General Information	
<ul style="list-style-type: none"> ▪ 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 <u>together</u> 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. ▪ Additional information for minor applicants on last page. 	

Visa application checklist		
<p>Please use the following checklist to make sure that your documents are complete. Please submit the documents listed below in according order.</p> <p style="text-align: center;"><u>Documents required for all travel purposes:</u></p>		
Original	Copy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully completed, signed application (print of all pages of the application form including appendix with barcodes) and signed declaration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) recent biometric passport photo (35 x 45 mm; see specimen photos)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signed passport meeting the following requirements: <ul style="list-style-type: none"> a. Its validity must exceed the duration of the intended stay in the Schengen area 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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of address in respective German Mission's jurisdiction e. g. valid driver's license/State ID, utility bill, lease agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed flight (roundtrip)/travel reservations with the name of passenger
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of travel health insurance stating: <ul style="list-style-type: none"> a. Name of the applicant 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 c. Validity for the entire Schengen area d. Validity for the entire duration of stay/transit in the Schengen area <p>Please check your name and date of birth on the insurance policy. Employment letter and insurance cards are not accepted as proof of coverage.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Family/Social Ties in the US, if applicable <ul style="list-style-type: none"> a. Marriage certificate, if your spouse lives in the US b. Children's birth certificates, if you have minor children living in the US c. Proof of relation to other dependents d. State ID/US residence permit of a.-c.

→ more supporting documents on following page(s)



Business visa		
on behalf of your employer, e. g. consulting, training, meeting, audit		
<u>additional required documents:</u>		
Original	Copy	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Recent and signed letter with letter head from your U.S. employer stating:</p> <ul style="list-style-type: none"> a. Duration of recruitment b. Salary (monthly/annually) c. Kind of business relations with the company in Germany d. Travel purpose e. Duration of business trip(s) f. Guarantee to cover all travel expenses + three months bank statements (checking account) of the applicant <p>If you are a student:</p> <ul style="list-style-type: none"> a. Recent academic certificate such as an enrollment confirmation of your school/university <p>If you are self-employed:</p> <ul style="list-style-type: none"> a. Business license (with owner's name) b. Last year tax return (with company's name)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Recent and signed formal invitation with letter head from your business partner in Germany stating:</p> <ul style="list-style-type: none"> a. Kind of business relations with the company in the US b. Travel purpose c. Duration of business trip(s) d. If applicable, guarantee to cover travel expenses and costs of stay + three months bank statements (checking account) of the applicant <p>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.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest

→ more supporting documents on following page(s)



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 number 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 required documents:

Original	Copy	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Recent and signed letter from your U.S. employer stating:</p> <ul style="list-style-type: none"> a. Duration of recruitment b. Salary (monthly/annually) b. Confirmation of intended leave c. Travel purpose <p>If you are a student:</p> <ul style="list-style-type: none"> a. Recent academic certificate such as an enrollment confirmation of your school/university <p>If you are self-employed:</p> <ul style="list-style-type: none"> a. Business license (with owner's name) b. Last year tax return (with company's name)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Detailed travel itinerary including:</p> <ul style="list-style-type: none"> a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Proof of adequate financial means</p> <ul style="list-style-type: none"> a. Your American Checking account statements of the last three months stating your name and address (personal account only, not business account) b. If you are financially supported by your spouse/other family member: <ul style="list-style-type: none"> - Signed sponsor letter - Employment letter from sponsor - Bank statements of the last three months - Proof of relationship - Passport copy <p>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 sufficient funds.</p>

→ more supporting documents on following page(s)



Visitor visa in order to visit relatives or friends living in Germany <u>additional required documents:</u>		
Original	Copy	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Recent and signed letter from your U.S. employer stating:</p> <ul style="list-style-type: none"> a. Duration of recruitment b. Salary (monthly/annually) c. Confirmation of intended leave d. Travel purpose <p>If you are a student:</p> <ul style="list-style-type: none"> a. Recent academic certificate such as an enrollment confirmation of your school/university <p>If you are self-employed:</p> <ul style="list-style-type: none"> a. Business license (with owner's name) b. Last tax return (with company's name)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Signed invitation letter</p> <ul style="list-style-type: none"> a. Letter must include personal data, relationship between host and applicant, address and phone number, duration of stay b. Host's German ID card/ (front and back) or Foreign Passport with German residence permit (front and back) c. Proof of relationship (e. g. Birth certificate, marriage certificate), if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Proof of adequate financial means</p> <ul style="list-style-type: none"> a. Your American Checking account statements of the last three months stating your name and address (personal account only, not business account) 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: <ul style="list-style-type: none"> - Signed sponsor letter - Employment letter from sponsor - Bank statements of the last three months - Proof of relationship - Passport copy <p>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 sufficient funds.</p>

→ more supporting documents on following page(s)



Minors under 18 years of age <u>additional required documents:</u>		
Original	Copy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully completed and signed application including and signed declaration Both parents must sign application unless one parent has the sole custody or a residence order for the minor.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of sole custody (if one parent has sole custody) (e. g. birth certificate of child, adoption papers, court decision on custody)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Passports from both parents (or of the one that has sole custody)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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

Visa application fees
<p>Processing fee: Payable in USD only. Conversion into USD is made based on the exchange rate at the time of the application.</p>

Completeness of application
<p>The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the documents/information indicated above are lacking.</p>
<p>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.</p> <p>_____</p> <p>place, date, signature</p>
<p>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.</p>