

Germany Visa Checklist

Personal Documents



Valid Passport

- Must be **less than 10 years old** and valid for **at least 6 months beyond the intended stay**.
- Should contain **at least 2 blank pages** and be submitted with **all previous passports**.
- **Not accepted:** Handwritten passports, passports with observations, and 20-year validity passports.



Signed Visa Form

- Must be electronically generated with a barcode receipt after completing the application on **VIDEX**. <https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt>
- **Visa applications are accepted strictly by appointment only.**



Passport Copies

- Photocopies of the **front and last pages** of the passport.



Passport-Sized Photos

- **2 recent color photographs** (not used previously for any visa).
- **Specifications:**
 - **Size:** 35mm x 45mm
 - **Finish:** Matte paper
 - **Background:** White
 - **Face coverage:** 80%, non-smiling
 - **No glasses, hats, or head coverings**, unless for religious or ethnic reasons.



Signed Cover Letter

- Addressed to **The Visa Officer, Embassy of Germany**, stating:
 - **Duration & purpose of the visit**
 - **Expense responsibility**
 - **Applicant details** (name, passport number, etc.)



Declaration Form (Annexure C) – Signed by the applicant.



Proof of Civil Status (if applicable)

- **Marriage certificate** (not required if the spouse's name is on the passport).
 - **Divorce decree** (if applicable).
 - **Birth certificate of children** (if applicable).
 - **Spouse's death certificate** (if applicable).
 - **Ration card** (if applicable).
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Travel Documents



Confirmed Hotel Bookings

- Must match the **travel itinerary**, including the **hotel name, address, phone number, and email**.



Confirmed Air Tickets

- **Round-trip tickets** covering all travel sectors.



Day-to-Day Itinerary

- Detailed travel schedule.



Travel Insurance

- Must meet **Schengen specifications** with coverage of **€30,000**.
- Should be valid for the **entire trip** and state that coverage applies **worldwide**.
- List of approved insurance companies is available on the visa forms section of the website.



If Visiting a Relative in Germany

- **Original sponsorship letter (Déclaration d'Accueil)** obtained from the local town hall in Germany.
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Proof of Financial Means



Bank Statement

- **Original personal bank statement** for the **last 6 months**, stamped and signed by the bank.



Income Tax Returns (ITR)

- **Personal ITR for the last 3 years.**
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Occupation-Specific Documents



If Employed

- **Last 3 months' salary slips.**
- **NOC from employer** confirming leave approval and job status.



If a Business Owner/Proprietor

- **Company bank statement** for the **last 6 months**, stamped by the bank.
- **Company's ITR for the last 3 years.**
- **Company registration proof** (GST, Incorporation Certificate, Partnership Deed, etc.).
- **Cover letter on company letterhead** confirming business details and travel purpose.



If a Student

- **Leave letter from school.**
- **School ID copy.**



If Retired

- **Retirement proof.**
- **Pension statements for the last 3 months.**
- **Proof of additional income** (e.g., rental properties, business earnings).



If Sponsored

- **Proof of sponsorship/private accommodation** by submitting the **official sponsorship form** of the Schengen State concerned.
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VFS charges - 2900 INR approx

Our service charge - 1500 + 18% GST

Processing time - 15-20 Working days

Please Note:

1. The Embassy reserves the right to ask for additional documents
2. The Biometrics interview is mandatory , the processing time is as per embassy they may also take more time in processing
3. The grant & rejection of visa is at the sole discretion of the Embassy
4. Drop and pick up charges or any courier charges if required will be extra as per agreement



Checklist for a Schengen visa for Tourism

A	Personal details of the applicant		
	Name:	<input type="text"/>	
	Surname:	<input type="text"/>	
	Date of birth:	<input type="text"/>	
	Passport number:	<input type="text"/>	
B	Required documents		
(if not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Visa Section does not return original documents if you do not provide a copy) Please mark on the right column if you submitted the document / form or not!			
		YES	NO
1	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.		
2	Signed declaration of True and Complete Information		
3	Signed declaration of travel with valid medical insurance		
	Valid passport (issued within the last 10 years and with at least 3 months' validity after the scheduled return); passports with observations regarding the front data page will not be accepted; passport must have at least two empty pages to affix visa		
4	Copy of the biometric & address page of the passport		
	Min. 1 biometric passport picture (35x45mm white background, 70%-80% face coverage), not older than six months		
5	Personal covering letter/ Proof of intended means of transport and itinerary		
6	Certificate of the travel agency confirming the booking of an organized trip OR any other appropriate document indicating the travel plans - detailed travel itinerary		
7	Proof of accommodation: <input type="checkbox"/> Hotel reservations, rental of holiday home or campus residence reservation or <input type="checkbox"/> If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host, confirmation of the third person with signature, proof of address and copy of passport or German ID card <input type="checkbox"/> If the applicant is travelling to several Member States, proof of accommodation in each of them.		
8	Sponsor documentation - proof of financial means if trip is sponsored by a third party a) if you are sponsored by an Indian resident <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor <i>and</i>		

		YES	NO
	<p><input type="checkbox"/> Sponsor's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i></p> <p><input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i></p> <p><input type="checkbox"/> If sponsor is your parent - birth certificate</p> <p>b) if you are sponsored by a German/EU resident</p> <p><input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen) <i>and</i></p> <p><input type="checkbox"/> If provided: Verpflichtungserklärung (formal obligation letter) of your sponsor <i>and</i></p> <p><input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i></p> <p><input type="checkbox"/> If sponsor is your parent - birth certificate</p> <p>c) if you are sponsored by a company in India in addition to point 7 & 8:</p> <p><input type="checkbox"/> Acknowledgement of the company's ITR Returns for the last three years (latest first, for example, 2022-2020)</p> <p>d) if you are sponsored by a company in Germany</p> <p><input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen)</p>		
9	<p>Traveler documentation - proof of economic status of the applicant (also necessary if the trip is sponsored)</p> <p>a) <i>If you are employed:</i></p> <p><input type="checkbox"/> Pay slips for the last three months <i>and</i></p> <p><input type="checkbox"/> employment contract <i>and</i></p> <p><input type="checkbox"/> employers' statement on approval for holidays (Leave Sanction letter from applicant's company) <i>and</i></p> <p><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i></p> <p><input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary)</p> <p>b) <i>If you are a company owner or self-employed:</i></p> <p><input type="checkbox"/> certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India <i>and</i></p> <p><input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary) <i>and</i></p> <p><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p>		

		YES	NO
	<p>c) <i>If you are retired:</i></p> <p><input type="checkbox"/> pension statements for the last three months <i>and/or</i></p> <p><input type="checkbox"/> proof of regular income generated by ownership of property or business <i>and</i></p> <p><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p> <p>d) <i>if you are a student:</i></p> <p><input type="checkbox"/> certificates of the establishment at which you are enrolled <i>and</i></p> <p><input type="checkbox"/> no objection certificate from School / University <i>and</i></p> <p><input type="checkbox"/> for university students: Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p> <p>e) <i>if you are unemployed</i></p> <p><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p>		
10	<p>Proof of civil status:</p> <ul style="list-style-type: none"> - if single: nothing else required - if applicable Marriage certificate <i>or</i> - if applicable Divorce decree/ custody decree <i>or</i> - if applicable Birth certificate of children <i>or</i> - if applicable Death certificate of spouse 		
11	Flight reservation		
12	<p>Overseas travel medical insurance that is valid for all Schengen countries and <u>covers the entire duration of the Schengen trip as per your application</u>, minimum coverage for medical expenses: EUR 30,000</p> <p>Please note: German Missions accept Indian Travel Medical Insurances only from approved Indian Travel Insurance companies, you can find more information here: https://india.diplo.de/in-en/service/-/1984578</p>		

C Additional documents for applications of minor applicants

	Application form and both declarations under 1)-3) have to be signed by both parents		
	Birth certificate		
	Passport copy (biometric and address page) of the applicant's mother having custody/guardianship of the applicant.		
	Passport copy (biometric and address page) of the applicant's father having custody/guardianship of the applicant.		
	If one or both parents are not submitting the visa application with the child: copy of the visa of that parent		
	<p>If only one parent submits the application:</p> <ul style="list-style-type: none"> • Proof of single custody of that parent either by submittal of the court ruling or submittal of the death certificate of the deceased parent 		

	<ul style="list-style-type: none"> Or (if both parents have shared custody) submittal of written and signed authorization letter of the parent non-present with passport copy (biometric and address page) – both certified by public notary 	YES	NO
	If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;		

D Additional documents the applicant wants to submit (please note that VFS is not authorized to refuse acceptance of documents the applicant wants to submit but are not mentioned on the checklist)

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E Information about biometric data

<p>Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months</p>
<p>Was the applicant excused from giving fingerprints for biometrics? If so, please specify why</p>

F Additional document if application is not submitted by the applicant directly

	Signed authorization letter for the travel agent or the representative		
	Copy of passport of the person submitting the application		

G General remarks of the German mission for submittal of a Schengen visa application

<ul style="list-style-type: none"> ➤ The German Missions reserve the right to ask for additional documents. ➤ Submission of the above-mentioned documents does not guarantee that a visa is granted. ➤ Submission of incomplete documentation may result in the rejection of an application. The visa section is not obliged to ask for submittal of documents already mentioned on this list before denying an application. ➤ Applications have to be submitted not earlier than six months before and not later than 15 working days before the intended date of travel. ➤ Applications are processed within 15 working days from the day of arrival at the visa section. When submitting your application via VFS application center, please keep in mind that the visa application will need up to two working days to reach the visa section. Public holidays of the German missions as announced on our website will not count as working days. ➤ Please note that individual status inquiries cannot be answered within the standard processing time of 15 working days. ➤ A booked flight ticket does not result in a preferred processing of the application. ➤ All documents, forms and declarations have to be submitted either in German or English. All documents, forms and declarations not in German or English have to be submitted with proper German or English translation.

Failing to provide proper translation will result in the document, form or declaration considered “missing”

H Special remarks of the German mission for submittal of a Schengen visa application in the respective category

- The start date of an exhibition / trade fair does not result in a preferred processing of the application.
- The regular Schengen visa fees apply. Exhibitors may be exempted from the visa fee only if the individual exhibitor pass is provided together with the application. Later submittal of the exhibitor pass will not result in an reimbursement of the visa fee. Holders of visitor passes are not exempted from the visa fees

I Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor or by the representative at the VFS VAC on the day of submittal)

*I have taken note of the general and special remarks as mentioned on checklist.
I have been informed that VFS Global does not have any influence on the decision about a visa application
I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German mission. I am aware that original documents not submitted with a copy will be kept by the visa section.*

Date:

Name, Surname of the applicant or representative:

Signature of the applicant or representative:

J Confirmation of VFS on the day of submittal

Date of submittal: _____

VFS VAC in _____

Application submitted: by the applicant / the parents as holders of the custody of minor applications / a representative with proper authorization *(please cross what is not applicable)*

I confirm that above this checklist has been filled out together with and signed in front of me by the applicant or his / her duly authorized representative at today's appointment at the above VAC.

VFS Officer, Full Name : Signature:

Belehrung nach § 54 Abs. 2 Nr. 8 i.V.m. § 53 AufenthG

Ein Ausländer kann ausgewiesen werden, wenn er falsche oder unvollständige Angaben zur Erlangung eines deutschen Aufenthaltstitels oder eines Schengen-Visums macht.

Der Antragsteller ist verpflichtet, alle Angaben nach bestem Wissen und Gewissen zu machen. Sofern er Angaben verweigert oder bewusst falsch oder unvollständig macht, kann dies zur Folge haben, dass der Visumantrag abgelehnt bzw. der Antragsteller aus Deutschland ausgewiesen wird, sofern ein Visum bereits erteilt wurde. Durch die Unterschrift bestätigt der Antragsteller, dass er vor der Antragstellung über die Rechtsfolgen verweigerter, falscher oder unvollständiger Angaben im Visumverfahren belehrt worden ist.

Ort, Datum

Unterschrift

Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act)

A foreigner can be expelled if he or she has furnished false or incomplete information in order to gain a German residence permit or a Schengen visa.

The applicant is obliged to provide all information to the best of his or her knowledge and belief. If he or she refuses to provide data or knowingly furnishes false or incomplete information, the visa application may be refused or, if a visa has already been issued, the applicant may be expelled from Germany. In signing this document, the applicant certifies that, before submitting the application, he or she was informed of the legal consequences of refusing to provide data or furnishing false or incomplete information in the visa application process.

Place, date

Signature