



COMMON INFORMATION SHEET FOR SCHENGEN VISA APPLICANTS IN INDIA

WHAT IS A SCHENGEN SHORT STAY VISA?

It is an authorisation issued by one of the Member States of the Schengen Area with a view to transit through or an intended stay in the territory of the Member States of a duration of no more than 90 days (short stay) in any 180 day period.

The processing of visa applications is based on [the VISA CODE](#) (Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009, last amended by Regulation (EU) 2019/1155 of 20 June 2019). Information given below is also based on this Regulation.

Long stay visas are issued according to the national regulations of each Member State. All relevant information can be obtained from the Diplomatic or Consular Missions of the Schengen Member States. Useful information can also be obtained via the EU Immigration Portal:

https://immigration-portal.ec.europa.eu/index_en

WHICH COUNTRIES ISSUE SCHENGEN VISA?

There are currently 29 European countries in the Schengen Area, 25 of which are Member States of the European Union (below with *). These 29 countries share a common legal framework and there are no checks on the borders between them.

The countries issuing Schengen visas ("Schengen Member States") are: Austria*, Belgium*, Bulgaria*, Croatia*, Czechia*, Denmark*, Estonia*, Finland*, France*, Germany*, Greece*, Hungary*, Iceland, Italy*, Latvia*, Liechtenstein, Lithuania*, Luxembourg*, Malta*, the Netherlands*, Norway, Poland*, Portugal*, Romania*, Slovakia*, Slovenia*, Spain*, Sweden* and Switzerland.

More information on the Schengen Area can be obtained visiting the following web page:
https://home-affairs.ec.europa.eu/policies/schengen-borders-and-visa/schengen-area_en

WHAT TYPES OF SCHENGEN VISA EXIST?

1) SHORT STAY VISAS:

UNIFORM VISA: the holder of a uniform visa is allowed to travel to the States mentioned above for a period not exceeding 90 days during any 180-day period. In order to calculate the period of allowed stay the applicant can consult the short stay calculator available on the [website](#) of the Directorate-General for Home Affairs of the European Commission.

VISA WITH LIMITED TERRITORIAL VALIDITY: the holder of a visa with limited territorial validity is allowed to travel to the State(s) indicated on the visa sticker but not to any of the other Schengen States.

2) AIRPORT TRANSIT VISA:

Some Schengen Member States require Airport Transit Visas for Indian nationals, a list can be found [here](#)¹

Airport transit visas are systematically required for nationals of Afghanistan, Bangladesh, Democratic Republic of Congo, Eritrea, Ethiopia, Ghana, Iran, Iraq, Nigeria, Pakistan, Somalia and Sri Lanka.

The holder of an airport transit visa is only allowed to transit through the international transit areas of the issuing Schengen Member State and possible other States, if indicated on the visa sticker.

VALIDITY OF PASSPORTS

The applicant shall present a valid travel document (passport) the validity of which extends at least three months after the intended date of departure from the territory of the Schengen Member States (or, in the case of several visits, after the last intended date of departure from the territory of the Schengen Member States). It shall contain at least two blank pages and shall have been issued within the previous 10 years.

HOW MANY TIMES CAN I USE MY SCHENGEN VISA?

On the visa sticker the "number of entries" is indicated: "1", "2" or "MULT". The holder of a multiple entry visa ("MULT") may enter the Schengen area an unlimited number of times during the validity of the visa while respecting the rules on duration of stay.

WHO CAN APPLY FOR A SCHENGEN VISA IN INDIA?

Indian nationals and nationals of other countries legally residing in India can apply.

Persons who do not reside in India may only apply if they are legally present in India and can present a justification for lodging an application in India rather than in their country of residence.

WHICH MEMBER STATE IS COMPETENT FOR EXAMINING AND DECIDING ON MY VISA APPLICATION?

The Schengen Member State competent for examining and deciding on an application for a uniform visa shall be:

- (a) the Schengen Member State whose territory constitutes the **sole** destination of the visit(s).
- (b) if the visit includes more than one destination, or if there are several separate visits within 2 months, the Member State whose territory constitutes the **main** destination of the visit(s) in terms of the length or purpose of stay.
- (c) if no main destination can be determined, the Schengen Member State whose external border the applicant intends to cross **first** in order to enter the territory of the Member States.

For more information regarding the competent consulate of the Schengen Member State (if there are more than one) and information regarding possible commercial intermediates and external service providers, please visit the web pages of the Schengen Member States indicated at the end of this document.

¹ https://home-affairs.ec.europa.eu/document/download/7337515c-60a1-4510-b639-80de714f543e_en?filename=Annex%207b_en.pdf

WHAT TO DO IF A SCHENGEN COUNTRY DOES NOT HAVE AN EMBASSY/CONSULATE IN INDIA?

All Schengen Member States, except Liechtenstein, have an Embassy/Consulate in India and issue visas. Schengen visa application for Liechtenstein shall be submitted at the Embassy of Switzerland in New Delhi.

Please note that applications can be submitted to an **external service provider**. You are encouraged to check the websites of relevant Schengen Member States (links at the end of this document) in order to know where you can lodge your application.

WHAT HAPPENS IF THE APPLICATION IS LODGED WITH THE MEMBER STATE OR THE CONSULATE THAT IS NOT COMPETENT FOR EXAMINING AND DECIDING ON MY APPLICATION?

When an application has been lodged, the Consular post verifies whether it is competent for examining and deciding upon it. If it is not competent, it will, without delay, return the application form and any documents submitted by the applicant, reimburse the visa fee, and indicate which consulate is competent.

VISA FEE

Applicants shall pay a visa fee of EUR 80.

Children from the age of six years and below the age of 12 years shall pay a visa fee of EUR 40.

Nationals from countries with a visa facilitation agreement (as per January 2023: Armenia, Azerbaijan, Belarus (partially suspended), and holders of non-biometric passports from Albania, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia and Ukraine, shall pay a visa fee of EUR 35. Nationals from Cabo Verde shall pay a visa fee of EUR 60.

Embassies have different policies in accepting local and/or Euro currencies for the payment of the visa fee. Some consulates also accept payment by credit card. Please refer to the information displayed on the relevant website of the relevant Schengen Member States.

APPLICANTS FOR WHOM THE VISA FEE IS WAIVED

- (1) Children under six years;
- (2) School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training;
- (3) Researchers as defined in Article 3(2) of [Council Directive \(EU\) 2016/801](#)² from third countries travelling for the purpose of carrying out scientific research or participating in a seminar or conference;
- (4) Representatives of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations.

The visa fee **may** be waived for applicants belonging to one of the following categories:

- (1) Children from the age of six years and below the age of 18 years;
- (2) Holders of diplomatic and service passports;
- (3) Participants aged 25 years or less in seminars, conferences, sports, cultural or educational events, organised by non-profit organisations.

² <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1575425488664&uri=CELEX:32016L0801>

Information regarding visa fee waivers that **may** be provided by Schengen states and **additional visa fee waivers** for specific categories of applicants can be found on the web sites of the Member States below.

HOW LONG BEFORE THE START OF THE INTENDED VISIT SHOULD I APPLY?

It is advisable to lodge the application as early as possible and at least 15 calendar days before the intended visit. Please note that applications can be lodged no more than six months before the start of the intended visit (nine months for seafarers).

Holders of a multiple-entry visa may lodge the application before the expiry of the visa valid for a period of at least six months.

DO I NEED AN APPOINTMENT FOR SUBMITTING MY APPLICATION?

Applicants may be required to obtain an appointment for the lodging of an application. You are invited to check the websites of the Schengen Member States via the links below.

WHAT SUPPORTING DOCUMENTS ARE TO BE ATTACHED TO MY APPLICATION?

Each applicant must submit a completed and signed application form, and present a set of supporting documents. Check the website of the Schengen Member States (links at the end of this document) for the application form and supporting documents.

Please note that during the examination of your application the consular post may in individual cases request additional documents and you may be called for an interview.

TRAVEL MEDICAL INSURANCE

Applicants for one or two entries must also prove that they are in possession of adequate and valid travel medical insurance, covering emergency medical, hospitalisation and repatriation (including in case of death). The minimum cover should be of 30,000 EUR. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.

Applicants for a uniform visa for more than two entries (multiple entries) shall be in possession of travel medical insurance covering their stays; at the time of application, they need to prove that they have a travel medical insurance covering the period of their first intended visit, and sign the related statement in the application form.

BIOMETRICS COLLECTION

All Schengen visa applicants in India have to appear in person in order to provide biometric data (fingerprints and digital photography).

The photograph can be digitally taken at the time of the application or scanned from a recent one, if conform to [ICAO standards³](#).

For subsequent applications (within 5 years), the fingerprints can be copied from the previous application file.

In case of reasonable doubt regarding the identity of the applicant, the consulate will collect again fingerprints within the 5 year-period specified above. Furthermore, the applicant may request that they be collected if, at the time when the application is lodged, it cannot be immediately confirmed that the fingerprints were collected within this 5 years period.

³https://www.icao.int/Security/mrtb/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf

Visa applicants' biometric data can be collected by Schengen Member States' consulates and external service providers but not commercial intermediaries (e.g. travel agencies).

WHO IS WAIVED FROM THE REQUIREMENT TO GIVE FINGERPRINTS?

The following applicants shall be exempt from the requirement to give fingerprints:

[Please note that applicants falling under category (b) must still appear personally at a consulate or external service provider]

- (a) children under the age of 12;
- (b) persons for whom fingerprinting is physically impossible. If the fingerprinting of fewer than 10 fingers is possible, the maximum number of fingerprints shall be taken. However, should the impossibility be temporary, the applicant shall be required to give the fingerprints at the following application. The competent authorities shall be entitled to ask for further clarification of the grounds for the temporary impossibility.
- (c) heads of State or government and members of a national government (Ministers and Ministers of State only) with accompanying spouses, and the members of their official delegation when they are invited by Member States' governments or by international organisations for an official purpose;

This list is mandatory and exhaustive. Holders of diplomatic passports are not exempted as such from the fingerprinting requirement. They may be exempted if they are members of the official delegation of heads of State/ members of a national government invited for an official purpose.

HOW LONG DOES IT TAKE FOR THE CONSULATE TO DECIDE ON MY APPLICATION?

Applications shall be decided on within 15 calendar days of the date of the lodging of an application.

This period may be extended up to a maximum of 45 calendar days in individual cases, if a more detailed examination of the application and/or additional documents are required.

WHICH THIRD COUNTRY NATIONALS ARE SUBJECT TO PRIOR CONSULTATION DURING THE PROCEDURE?

A Schengen Member State may require to be consulted or informed by other Member States during their examination of visa applications lodged by nationals of specific third countries or specific categories. Such consultation does not apply to airport transit visas.

WHAT CAN I DO IF THE VISA IS REFUSED?

Applicants who have been refused a visa receive a standard form notifying and motivating refusal. They have the right to appeal, following the procedure and respecting the time limit indicated in the standard form. Appeals are made against the Schengen Member State that has taken the decision, in accordance with its national legislation.

WHAT CAN I DO IF I WANT TO FILE A COMPLAINT

You have the right to submit a complaint regarding:

- the conduct of staff at the consulate or from the external service provider;
- the application processing.

Check the website of the Schengen Member States for information on the procedure to follow.

WHAT DOCUMENTS DO I HAVE TO TAKE WITH ME WHEN I TRAVEL ON A SCHENGEN VISA?

Mere possession of a Schengen visa does not confer an automatic right to enter the Schengen Area.

At the external border, visa holders may be requested to produce documents justifying the purpose and conditions of their intended stay; that they have sufficient means of subsistence, both for the period of the intended stay and for the return to their country of origin or transit to a third state into which they are certain to be admitted, or are in a position to acquire such means lawfully. For full information see – [Information Sheet to Visa holders](#)

FAMILY MEMBERS OF EU/EEA NATIONALS AND SWISS NATIONALS

If you are a family member of an EU/Iceland/Liechtenstein/Norway or Swiss national, you shall benefit from a simplified and accelerated visa procedure, including exemption from the visa fee, as long as you meet the following criteria:

- (1) You are a family member (this includes a spouse, registered partner, child who is under 21 or a depending family member) of an EU/Iceland/Liechtenstein/Norway or Swiss national (or of his/her spouse/registered partner); AND
- (2) That EU/Iceland/Liechtenstein/Norway or Swiss national is residing in another Member State than that of which he/she is a national or travelling there to take up residence; AND
- (3) You are accompanying the EU/Iceland/Liechtenstein/Norway or Swiss national or planning to join him/her for residence.

The visa should be applied for at the Embassy/Consulate of the country of future residence of the EU/Iceland/Liechtenstein/Norway or Swiss national, not at the Embassy of his/her country of origin.

If you think you qualify for visa facilitation you will need to show proof that you meet these criteria when you submit your visa application.

For other queries please refer to [Frequently Asked Questions \(FAQ\)](#).

**LINKS TO THE WEB SITES OF THE MEMBER STATES OF THE SCHENGEN AREA,
AND OF THEIR EXTERNAL SERVICE PROVIDER FOR VISA APPLICATION**

| | | |
|-----------|--------------------|--|
| BE | BELGIUM | https://india.diplomatie.belgium.be/en/travel-to-belgium/visa https://visa.vfsglobal.com/ind/en/bel |
| BG | BULGARIA | https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria https://visa.vfsglobal.com/ind/en/bgr |
| CZ | CZECHIA | https://mzv.cz/newdelhi/en/ko/visa_information/index.html https://visa.vfsglobal.com/ind/en/cze/ |
| DK | DENMARK | https://indien.um.dk/en/travel-and-residence/how-to-apply-for-a-visa/ https://visa.vfsglobal.com/ind/en/dnk |
| DE | GERMANY | https://india.diplo.de/in-en/service/-/1908794 https://visa.vfsglobal.com/ind/en/deu/ |
| EE | ESTONIA | https://newdelhi.mfa.ee/general-info-about-short-term-stay-in-estonia/ https://visa.vfsglobal.com/ind/en/est |
| EL | GREECE | https://www.mfa.gr/missionsabroad/en/india-en/visas https://in-gr.gvcworld.eu/ |
| ES | SPAIN | https://www.exteriores.gob.es/Embajadas/huevadelhi/en/ServiciosConsulares/Paginas/Consular/Visados-Schengen.aspx https://india.blsspainvisa.com/ |
| FR | FRANCE | https://in.ambafrance.org/Applying-for-a-French-visa-in-India https://visa.vfsglobal.com/ind/en/fra/ |
| HR | CROATIA | https://mvep.gov.hr/consular-information-152362/visa-152363/152363 https://visa.vfsglobal.com/ind/en/hrv/ |
| IT | ITALY | https://ambnewdelhi.esteri.it/ambasciata_newdelhi/en/informazioni_e_servizi/visti https://visa.vfsglobal.com/ind/en/ita/ |
| LV | LATVIA | https://www2.mfa.gov.lv/en/newdelhi/consular-section/visa https://visa.vfsglobal.com/ind/en/lva |
| LT | LITHUANIA | https://in.mfa.lt/in/en/travel-and-residence/coming-to-lithuania/visas (copy and paste to your browser) https://visa.vfsglobal.com/ind/en/ltu |
| LU | LUXEMBOURG | https://newdelhi.mae.lu/en/Visa-to-Luxembourg https://visa.vfsglobal.com/ind/en/lux |
| HU | HUNGARY | https://delhi.mfa.gov.hu/eng/page/konzuli-informaciok https://visa.vfsglobal.com/ind/en/hun |
| MT | MALTA | https://missionsforeign.gov.mt/en/Embassies/Hc_New_Delhi/Pages/Visa-Advice-for-Foreign-Nationals.aspx https://visa.vfsglobal.com/ind/en/mlt |
| NL | NETHERLANDS | https://netherlandsandyou.nl/travel-and-residence/visas-for-the-netherlands/applying-for-a-short-stay-schengen-visa https://visa.vfsglobal.com/ind/en/nld |
| AT | AUSTRIA | https://bmeia.gv.at/en/austrian-embassy-new-delhi/travels-to-austria/entry-and-residence/visa/ https://visa.vfsglobal.com/ind/en/aut/ |
| PL | POLAND | https://gov.pl/web/india/c-type-schengen-visa https://visa.vfsglobal.com/ind/en/pol/ |
| PT | PORTUGAL | https://novadeli.embaixadaportugal.mne.pt/en/consular-section/general-information https://visa.vfsglobal.com/ind/en/prt/ |
| RO | ROMANIA | https://newdelhi.mae.ro/en/node/836 |
| SI | SLOVENIA | https://gov.si/en/representations/embassy-new-delhi/vizumske-informacije-veleposlanstva-new-delhi/ https://visa.vfsglobal.com/ind/en/svn/ |
| SK | SLOVAKIA | https://mzv.sk/web/dilli-en/services https://blsslovakavisa.com/india/ |
| FI | FINLAND | https://finlandabroad.fi/web/ind/entering-finland https://visa.vfsglobal.com/ind/en/fin |
| SE | SWEDEN | https://swedenabroad.se/en/about-sweden-non-swedish-citizens/india/going-to-sweden/visiting-sweden/ https://visa.vfsglobal.com/ind/en/swe/ |
| IS | ICELAND | https://www.government.is/diplomatic-missions/embassy-of-iceland-in-new-delhi/visa-to-iceland/ https://visa.vfsglobal.com/ind/en/isl |

| | | |
|-----------|----------------------|--|
| LI | LIECHTENSTEIN | For visa purposes is represented by the Embassy of Switzerland; see relevant websites |
| NO | NORWAY | https://www.norway.no/en/india/services-info/visitors-visa-res-permit/ https://visa.vfsglobal.com/ind/en/nor/ |
| CH | SWITZERLAND | https://www.eda.admin.ch/countries/india/en/home/visa/entry-ch.html https://visa.vfsglobal.com/ind/en/che/ |



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. 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

Please use the following checklist to make sure that your documents are complete.

Please submit the documents listed below in according order.

Documents required for all travel purposes:

| 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: 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: 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 Please check your name and date of birth on the insurance policy. Employment letter and insurance cards are not accepted as proof of coverage. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proof of Family/Social Ties in the US, if applicable 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
additional required documents:

| 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 recruitmentb. Salary (monthly/annually)c. Kind of business relations with the company in Germanyd. Travel purposee. Duration of business trip(s)f. Guarantee to cover all travel expenses<ul style="list-style-type: none">+ 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 USb. Travel purposec. Duration of business trip(s)d. If applicable, guarantee to cover travel expenses and costs of stay<ul style="list-style-type: none">+ 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 recruitmentb. Salary (monthly/annually)b. Confirmation of intended leavec. 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 guestb. 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

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 recruitmentb. Salary (monthly/annually)c. Confirmation of intended leaved. 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 stayb. 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 authorityc. 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

additional required documents:

| 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

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:

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

APPLYING FOR A SCHENGEN VISA

NEW VISA RULES: Please read the important information in the link, which supplements the information below: [new_eu_visa_rules_questions_and_answers.pdf](#)

The Schengen Visa holder can travel to any of the 26 countries using one single visa, thus avoiding the hassle and expense of obtaining individual visas for each country. The Schengen countries are: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and three non-EU member states: Iceland, Norway and Switzerland.

In order for applicants to know in which European Embassy they need to apply for a Schengen visa, they need to determine the main destination of their journey. The main destination is determined by the purpose of the applicants visit:

For example:

- If the applicant intends to travel for holidays to a number of Schengen countries for equal amount of days, the main destination is the country of point of entry;
- If the applicant intends to travel for holidays to a number of Schengen countries but stay in one country longer than the other, the main destination is the country in which the applicant stays the longest period of time;
- If the applicant intends to visit a Schengen country for a particular purpose (*e.g. sports, culture*) then the main destination is the country in which the purpose is to be fulfilled independent of whether other countries are visited first or for a longer period of time.

Applicants may apply for a Schengen visa at the following European Embassies in Port of Spain:

- If the main destination is Estonia, Germany, Italy or Portugal: please apply at the Embassy of the Federal Republic of Germany;
- If the main destination is Belgium, Denmark, Finland, Hungary, the Netherlands, Luxemburg, Norway, Poland or Sweden: please apply at the Embassy of the Kingdom of the Netherlands;
- If the main destination is France or Spain: please apply at the Embassy of the Kingdom of Spain;

Travellers to Austria, Czech Republic, Greece, Latvia, Lichtenstein, Lithuania, Slovakia, Slovenia and Switzerland need to consult with the respective Ministries of Foreign Affairs of these countries in order to obtain further information.

The EU member states that are not in the Schengen area, or are yet to implement the Schengen Regulation are Bulgaria, Croatia, Cyprus, Ireland and Romania. Short stay visitors to Ireland should check with the relevant authorities of that country to determine whether or not they need a visa.

Travellers who wish to travel to Cyprus and are holders of a valid Schengen Visa (type C, single, double or multiple entries) and who have already entered Schengen territory according to the stipulations governing the issuance of the Schengen Visa they hold, can travel to Cyprus without acquiring a Cypriot Visa. They can stay in the Republic of Cyprus for the duration of a period equal to the remainder of the period of legal stay as stated on their Schengen Visa and at the latest until the expiration date of their visa.

Travellers to Bulgaria, Croatia and Romania are advised to contact the respective Ministries of Foreign Affairs for information on how to obtain a short stay visa.

Additional information regarding Schengen visa requirements

Information for citizens of other countries who legally reside in Trinidad and Tobago:

Applicants applying for a Schengen visa are required to comply with the EU Visa Information System (VIS). The VIS is a system for the exchange of data on short-stay visas between Schengen States and it is being progressively deployed, region by region, until all Schengen States' consulates worldwide are connected.

A simple and discreet procedure is carried out directly at the Embassy and only takes a few minutes. Visa applicants who are non-nationals and resident in Trinidad and Tobago will have to provide their biometric data (a digital photograph and 10 fingerprint scans). Such biometric data, along with the data provided in the Schengen visa application form, will be recorded in the VIS central database. The recourse to biometric technology will protect visa applicants better against identity theft and prevent false identifications, which in certain cases lead to refusal of visa or entry to a person who is entitled to enter.

Visa applicants will only have to provide such biometric data every 5 years. During this 5-year period, the fingerprints will be copied from the first visa application, so that frequent travellers will only have to complete the procedure once within this period.

Exemptions from the obligation of fingerprinting are provided for the following categories of applicants only:

- Children under 12,
- Persons for whom the collection of fingerprints is physically impossible;
- Heads of State or government and members of a national government with accompanying spouses, and the members of their official delegation when they are invited by Member States' governments or by international organisations for an official purpose.

For more information, please click on the visa policy link below.

http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/index_en.htm



Schengen Visa



ISSUES TO BE CONSIDERED WHEN APPLYING FOR A SCHENGEN VISA



Follow these steps

Make your visa process smooth by applying for a visa correctly and by the rules. You must fulfill all the listed requirements to ensure a smooth process, save time and money.

Visa application is your personal responsibility. You are personally responsible for your visa application file. You must have your documents in good order and apply for country you plan to visit or spend most time in.



Submit a complete file. Note that submitting documents which are fake/not authentic will lead to a refusal of your visa application.

Apply by yourself and get appointment directly with the Embassy/Consulate or the trusted Official External Service Providers in case a Schengen state makes use of such a provider as most Schengen States do (See the table below.). You have to apply to the Schengen State you plan to visit or spend most time in.

In 2024, a record-breaking 1.1 million Schengen visas were issued in Türkiye.

Schengen Member States:

29 member countries: 25 EU Member States and 4 non-EU countries: Iceland, Norway, Switzerland and Liechtenstein.

Difference between Schengen and national visas:

A Schengen visa is an authorisation issued by a Schengen State that allows travellers to enter the Schengen area for:

- Intended short stays in or transit through the territory of a Schengen State (short stay visa)
- Transit through the international transit areas of airports of the Schengen States (airport transit visa)

Short stays are stays of no more than 90 days within any 180-day period. Your visa indicates how long you can stay.

Other types of visas are governed by the national law of Member States.

Every Schengen State decides who enters its territory. Therefore, it is important to make sure that you provide the correct information in the visa application and when entering the Schengen Area.

Schengen visa application is a transparent process governed by European law: no arbitrary process, no visa refusal for political reasons.

| Provider | Schengen States |
|----------------------|---|
| iDATA | Germany - Italy |
| VFS GLOBAL | Austria - Belgium - Bulgaria - Croatia Czechia - Denmark - Estonia - Finland France - Iceland - Latvia - Lithuania Luxembourg - Malta - Netherlands Norway Poland - Slovenia - Sweden Switzerland (after 01.07.2025) |
| AS-Visa | Hungary |
| BLS | Slovakia, Spain |
| Kosmos Visa Services | Greece |
| TLSContact | Switzerland (until 30.06.2025) |

Please note that **Romania** and **Portugal** do not work with any external service provider. Every visa applicant should upload their own visa application file on the Romanian official national visa website: <https://eviza.mae.ro/> or at the Portuguese Embassy website: <https://ancara.embaixadaportugal.mne.gov.pt/tr/>



Only Consulates of countries members of the Schengen Area can process visa applications. The Delegation of the European Union does not receive or process visa applications.

You do not need a travel agency or any other actor aside for the authorised external service providers listed above.

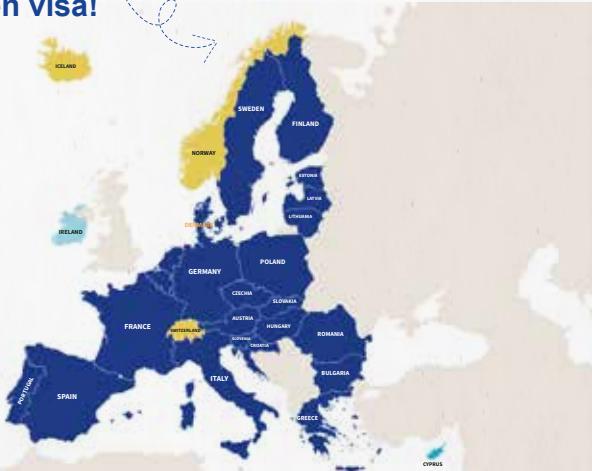
Intermediaries/travel agencies are not Official External Service Providers authorised by Schengen States and are not associated in any way with Embassies or Consulates. Using their services does not increase your chances of getting a Schengen visa! Even if you decide to go through an intermediary, you have to check your file at every step of the process.

Be aware that the cost of a Schengen visa is at present €90 for adults and maximum €45 for children aged 6-12. No visa application fee for children aged 0 to 6. An additional service fee is applied by the external service providers, which collect applications on behalf of Embassies or Consulates. This additional service fee cannot exceed half of the official visa fee.

Lodging an appeal against a negative decision might be subject to a fee. Reapplication is also possible, but it is important to carefully consider the reasons for the previous denial and take the necessary steps to address the reasons for refusal.

SCHENGEN AREA

Areas where you can go with a Schengen visa!



DOS AND DON'TS

FOR APPLICANTS



Dos

What should you do when applying for a Schengen visa

You should apply in due time

Applications shall be lodged, as a rule, no later than 15 calendar days before the start of the intended visit. Begin planning your application up to 6 months in advance of your intended visit.

You should apply to the correct country

You must apply to the Official External Service Provider or to the Embassy or Consulate of the Schengen country you plan to visit. If you plan to visit more than one Schengen country, you have to apply to the Embassy or Consulate or the external service provider of the country that is your main destination with purpose of stay, or longest intended stay. Make sure that you really apply to the external service provider of the Schengen country you plan to visit. They are referenced on the Embassy or Consulate's website.

Ensure that all the documents you provide are correct

You have to make sure that all the details in your documents are consistent, and correspond to your real plans in the Schengen Area.

You should provide proof of genuine travel arrangements

You have to provide genuine hotel reservations and flight reservations that match your actual travel plans. It is strongly advised to make bookings that can be cancelled or changed without extra cost.

You should verify your invitation details

If invited, you have to ensure the inviter's contact information is correct.

You should provide complete employment and/or income details

You have to clearly state your workplace and/or income source.

You should provide proof of financial means

You have to submit bank statements showing sufficient funds for your trip, no older than three months.

Personally verify your documents

Check your documents personally before submission to ensure their accuracy. Duly sign your application form.

Check your passport's validity

Your passport must be valid for at least three months beyond your planned return from the Schengen Area.



Don'ts

Things not to do when applying for a Schengen visa and when using it

You must not seek Schengen visa from the country that is not your primary destination

You must apply through the Embassy or Consulate of the country where you will spend the most time. If you spend equal amounts of time in several countries, apply to the country of first entry.

Follow the rules and avoid mistakes

Visa applicants who do not follow the rules may have their visa application refused, visa revoked, denied entry at the border, or unable to benefit from Schengen visa for some time.

Do not pay extra fees

The cost of a Schengen visa is at present €90 for adults and maximum €45 for children aged 6-12. No visa application fee for children aged 0 to 6. In addition, a service fee may be applied by the Official External Service Provider, which collects applications on behalf of Embassies or Consulates. Other intermediaries/travel agencies ask for extra fees, sometimes significant ones. Using their services does not increase your chances of getting a Schengen visa! They do not have better access to the Embassies/Consulates. You don't need to pay for these extra fees. Using such agencies is at your own risk. Do not engage with fraudulent travel agencies which offer you false promises on receiving a Schengen visa against exorbitant additional fees.

Do not block appointment time-slots that you will not use

Only book one appointment: don't book any time slots for appointments that you will not use.

After receiving a visa, do not overstay your visa duration

Your Schengen visa indicates the length of your allowed stay in the Schengen Area. This allowed stay is maximum of 90 days in a 180 day period. If you exceed this period, your stay becomes irregular. For instance, if you received a multiple entry Schengen visa of a long duration (1, 2 or 5 years), you can visit the Schengen Area up multiple times provided that you do not stay more than 90 days in each period of 180 days.