



## **Checklist for application of a German National Visa at Vfs New Delhi - Dependent Child –**

Please make sure that you present all the documents applicable as per the checklist when taking your appointment at Vfs New Delhi. Failure to do so may result in the inability to process your application. Thus, a new appointment has to be scheduled, causing significant delays.

<input type="checkbox"/>	Valid <b>passport</b> (issued within the last 10 years and valid for at least 15 months as of date of visa application; passports with observations regarding name, date of birth, place of birth and sex cannot be accepted); passport must have at least two empty pages
<input type="checkbox"/>	<b>Copy of <u>all</u> pages of your passport</b> (A4 size copy)
<input type="checkbox"/>	<b>Copy of <u>all</u> pages of both parents' passport</b> (A4 size copy)
<input type="checkbox"/>	<b>Videx, Visa Application Form including Declaration §54</b>
<input type="checkbox"/>	<b>Form "Additional Contact &amp; Legal Representation Information"</b>
<input type="checkbox"/>	<b>Personal covering letter from parents</b> explaining the exact purpose and duration of stay, as well as consent for visa application and processing
<input type="checkbox"/>	<b>Birth certificate with Apostille*</b> issued under the "Births and Deaths Registration Act, 1969"
<input type="checkbox"/>	<b>School Certificates mentioning parentage and date of birth, if applicable</b>
<input type="checkbox"/>	<p><b>Proof of marriage of parents with Apostille*:</b></p> <p>a) if the marriage was performed according to the Hindu Marriage Act:</p> <ul style="list-style-type: none"> <li>- marriage certificate (registration)</li> <li>- temple certificate from the Mandir / Gurudwara</li> <li>- conversion certificate, if applicable</li> <li>- several photographs showing that the essential rites have been performed</li> </ul> <p>b) if the marriage was performed according to Shariat Law:</p> <ul style="list-style-type: none"> <li>- Nikahnama</li> <li>- Marriage certificate (registration)</li> <li>- conversion certificate, if applicable</li> <li>- several photographs (i.e. bridal couple signing Nikahnama, Kazi, witnesses)</li> </ul> <p>c) if the marriage was performed according to Special Marriage Act ("Court Marriage" , "civil marriage"):</p> <ul style="list-style-type: none"> <li>- Certificate of Marriage according to Section 13 Special Marriage Act</li> <li>- if available photographs of marriage or function</li> </ul> <p>d) if the marriage was performed according to the Christian Marriage Act:</p> <ul style="list-style-type: none"> <li>- marriage certificate issued by licensed Church</li> <li>- conversion certificate, if applicable</li> </ul> <p>e) if the marriage did not take place in India or Germany: marriage certificate</p>



<input type="checkbox"/>	<b>Divorce judgement and decree of parents, <i>if applicable</i></b>
<input type="checkbox"/>	<b>Death Certificate of parent, <i>if applicable</i></b>
<input type="checkbox"/>	<b>Copy of Assignee's Employment Contract</b> with Accenture Germany – duly dated and signed by both parties valid for minimum 12 months at day of visa interview
<input type="checkbox"/>	<b>Invitation Letter (LOI)</b> from Accenture Germany
<input type="checkbox"/>	<b>Declaration of Travel &amp; Health Insurance + Proof of Travel Insurance Coverage</b>
<input type="checkbox"/>	<b>4 Passport Photos</b> according to biometric specification, not older than 6 months
<input type="checkbox"/>	<b>Visa Fee &amp; Handling Fee – Cash, bank card or credit card</b>
<input type="checkbox"/>	<p><b>Demand Draft for verification of documents</b>, unless all documents have been verified before, the verification procedure will be initiated and carried out by the General Consulate. The process of verification takes between 8 to 12 weeks.</p> <p>For further information please visit the webpage: "Verification of Documents Information" ; <a href="https://india.diplo.de/in-en/service/documentverification/2004314">https://india.diplo.de/in-en/service/documentverification/2004314</a>).</p>
<input type="checkbox"/>	<p><b>If one parent continues to reside in India:</b></p> <ul style="list-style-type: none"> <li>• In case parents are divorced, parent in Germany needs to prove <b>sole custody</b> (e.g. Custody order in divorce decree, custody decree)</li> <li>• In case parents are still married, <b>declaration of consent by parent</b> residing in India (declaration has <b>to be signed in person at the General Consulate</b>)</li> </ul>

Please prepare **two identical** application sets consisting of copies of the above-mentioned documents and bring all your original certificates along. Please **DO NOT staple** any documents.

In case a document is not written in German or English, it has to be submitted together with a notary attested English translation. Please note that the German General Consulate reserves the right to ask for additional documents or, in rare cases, further investigations of certificates, for which additional fees would be charged.

As your application will also be forwarded to responsible immigration authorities in Germany, processing will take at least three months. Please be informed that the immigration authorities in Germany do not provide the status of individual applications. Thus, enquires cannot be answered.

Submission of the above-mentioned documents does not guarantee that a visa is granted.

\*Apostilles are not required for the visa application. However, they are required for mandatory city registration in Germany. Thus, across recommends to get the Apostilles already for the visa application. You might want to get your Apostilles through the Ministry of External Affairs Government of India (MEA).

Kindly note: Proof of German knowledge (C1 level) required for non-EU minors aged 16 and above