



## Step-by-Step Guide for German National Visa - New Delhi Dependent Child

*New Delhi based Children qualifying for a German National Visa in the category “**Family Reunion**” have to apply at **the Germany Visa Application Centre (Vfs), New Delhi**. Kindly find below a short description of required documents as well as of visa application and collection processes.*

*Please note: As per German Law, school becomes compulsory at the age of 6 years. A residence permit can only be received if school enrollment in Germany can be provided.*

### 1. Passport

Please check that the applicant's passport is valid:

- Issued within the last 10 years and valid for at least 15 months as of date of visa application
- Passports with observations regarding the front data page will not be accepted
- Passport needs to have at least 2 empty pages

**Otherwise, kindly re-new your passport.**

Please make **2 A4 copies** of your passport (all pages)

Please make **2 A4 copies** of mother's and father's passport (all pages)

### 2. Videx, Visa Application Form (including Declaration §54)

across already filled the application form based on the information received. Please check if data filled is correct. Kindly inform across in case adjustments are required.

Part of the Videx form is the Declaration of “**True and Complete Information - §54**”. **Both parents** have to date and sign the declaration page 6 of the form.

**Both parents** have to date and sign the form also on page 5. Applicants need **2 copies**.

### 3. Form “Additional contact and legal representation information”

across provides the blank form. Parents have to fill the form. The box called “Information about representation” has to be filled with parents' contact details. **Both parents** have to date and sign the form. Applicants need **2 copies**.

### 4. Personal Covering Letter from the parents

Parents have to prepare a personal covering letter explaining the exact purpose of your stay and providing consent for visa application and processing. across provides a template. **Both parents** have to date and sign the letter, and submit **2 copies**.

### 5. Birth Certificate

Please bring the original birth certificate issued under the “Births and Deaths Registration Act, 1969”. For the visa application an Apostille of the birth certificate is not required. The Apostille will be required once reaching Germany for mandatory city registration. Therefore, across recommends to already get an Apostille for the visa application.



Please also refer to the Verification of Indian documents on the following webpage:

<https://india.diplo.de/in-en/service/documentverification/2004314>).

Applicants need **2 copies**.

**6. School Certificates – if applicable**

Please bring all original school certificate degrees. Applicants need **2 copies**.

**7. Parents Proof of Marriage**

Please bring the original marriage certificate to the visa application. For the visa application an Apostille of the marriage certificate is not required. The Apostille will be required once reaching Germany for mandatory city registration. Therefore, across recommends to already get an Apostille for the visa application.

If parents are divorced, divorce judgement and decree are required. If one of the parents has passed away, the death certificate is required.

Please also refer to the Verification of Indian documents on the following webpage:

<https://india.diplo.de/in-en/service/documentverification/2004314>).

Applicants need **2 copies**.

**8. Copy of Assignee's Employment Contract with Accenture Germany**

Please ensure that the parent's GCP employment contract has been signed by both parties and that the contract is **valid for at least 12 months at the time of the interview** (see below).

Applicants need **2 copies**.

**9. Invitation Letter (LOI)**

Parents will receive an Invitation Letter from Accenture Germany. Upon receipt please check for correct issuance. If the LOI is not yet received, please refer to your PeopleMobility Team via "[Accenture Support](#)". Applicants need **2 copies**.

**10. "Declaration" of Travel and Health Insurance + Travel Insurance Certificate (usually Ergo)**

across provides the Declaration form. **Both parents** have to date and sign the form "*Declaration of Travel and Health Insurance*". Applicants need **2 copies**.

Ideally applicants include your travel insurance certificate in your application set. across was told you can reach out to ATCI GCP HR POC and your colleagues [abdul.sayed@accenture.com](mailto:abdul.sayed@accenture.com) or [ferdinand.a.dsouza@accenture.com](mailto:ferdinand.a.dsouza@accenture.com).

**11. Passport Photos**

Please have **4 biometric passport photos** taken (biometric requirements are provided), not older than 6 months. One for each application form and two additional. Please write the applicant's complete name and date of birth on the back of each passport photo.



## 12. Arrangement of Application at Vfs New Delhi

across will arrange the visa application appointment. Once across has confirmed date and time the applicant will receive an Appointment Letter, stating applicant's name and passport number as well as the appointment details. Access to the Vfs Centre will only be granted with the Interview Letter.

**Due to huge volume of applicants, Vfs faces severe constraints in application dates. Kindly understand that specific requests for dates cannot be awarded.**

## 13. Visa Fee

**At Vfs New Delhi a Demand Draft is not required.** Applicants have to pay a visa fee and a handling fee in Indian Rupees. Payment can be made in cash, with credit card or with bank card. The visa fee depends on the Euro/Rupee exchange rate and consequently fluctuates over time. Hence please verify the current visa fee shortly before the appointment on the website of the General Consulate: <https://india.diplo.de/in-en/service/-/1987084>

The Vfs officer will verify that your application documents are complete. Thereafter, Vfs will send your application to the General Consulate, responsible for your application. For this service Vfs charges a handling fee.

This handling fee has to be paid together with the visa application fee.

For reimbursement claims please use "Mytime" and "Expense Tool": <https://myte.accenture.com>

## 14. Application at Vfs New Delhi

Please prepare and bring:

- **2 identical application sets of** above-mentioned documents (checklist will be provided by across)
- Original passport and all original Certificates/ Forms/ Letters / Declarations
- **Do not staple or glue any documents or passport photos**

**Do NOT visit the Vfs Centre with incomplete documents. Submission of incomplete documentation may result in rejection of the visa application. Consequently, a new appointment has to be scheduled, causing significant delays.**

Kindly note, the General Consulate reserves the right to ask for additional documents not stated on the checklist. Equally, the General Consulate reserves the right to ask for verification of certificates/documents. In this case additional fees will be charged.

## 15. Visa Collection

Usually, the General Consulate will send you an email notification (approval email), when the application has been decided on. Please also check your spam folder.

Please note: The visa process for family reunion can take about 8 to 12 weeks or even longer, as the General Consulate may involve the responsible Immigration Office in Germany for approval.



The approval email will ask you to submit the passport for visa stamping. Applicants will also have to present travel insurance certificate, proof of tentative travel date (do not submit flight ticket) and the approval email itself. Currently applicants have 90 days till the visa has to be stamped.

**While collecting the visa stamp, please check if the visa shows the personal details correctly. Initiate correction if required while collecting the visa stamp.**

#### **16. Before you Travel to Germany**

**Please send across a copy of the visa** in order to check for correct issuance. Kindly note, mistakes in visa stamping cannot be corrected in Germany. **Do not travel to Germany without across checking your visa prior to your departure.**

Also, kindly provide across with the arrival date in Germany, as German Law requires all residents to be registered upon arrival. across recommends to bring all certificates/documents to Germany, in case required by the German authorities. For all regulatory requirements support will be provided by a local across consultant in the German city of the assignment.

*across will guide you through the entire visa process. Please do not hesitate to ask for additional information if required. across will support you, to receive your visa as soon as possible in a smooth and pleasant process.*