

# VISA APPLICATION CENTRE FOR GERMANY

## TOURIST VISA CHECKLIST

	Document	Specifics
<input type="checkbox"/>	Original Passport and one photocopy	must be valid for another three months after conclusion of travel and must have two empty pages. Photocopies of all visas and immigration stamps for the last 5 years.
<input type="checkbox"/>	Two current biometric passport pictures	
<input type="checkbox"/>	Visa application form	completely filled out and signed by applicant
<input type="checkbox"/>	Details regarding the travel destination	
<input type="checkbox"/>	Details regarding the means of travel for the outward - and return journey	(details regarding the airline) no flight ticket needed
<input type="checkbox"/>	Hotel-voucher or confirmation of the hotel / guest house that the accommodation has already been paid for	
<input type="checkbox"/>	Visa Fee (EUR 80.-)	refer to waived and reduced visa fee list if applicable
<input type="checkbox"/>	Statement of account(s) of the previous six months with bank confirmation	
<input type="checkbox"/>	Travel Health Insurance	valid for the duration of the stay, minimum coverage of EUR 30,000. - valid for all Schengen States. PH THIs must be accredited (original & 1 photocopy), DE THIs can be submitted as photocopy, fax or scan.
<input type="checkbox"/>	<b>If employed:</b> Proof of employment (ITR, COE, Approved Leave of Absence)	COE must include: employers full name, complete address, telephone number with area code, details regarding the position, income, employment duration.
	- OR -	
<input type="checkbox"/>	<b>If self-employed:</b> proof of registration and commercial activity of the company (ITR, Bank certificates, company accounts, etc.)	
	- OR -	
<input type="checkbox"/>	If you are a pupil/student: School / university certificate: proof of enrollment; if applicable: letter of exemption from studies	
	<b>AND, if applicable</b>	
<input type="checkbox"/>	Proof of real estate property	e.g. original land title (for validating photocopy), deed of sale

**Additional documents for children below 18:**

<input type="checkbox"/>	Personal appearance of both parents (if residing in the PH) during submission of visa application with valid ID	Valid ID: passport or driver's license *if the person(s) having custody over the child reside abroad, the declaration of consent must be given before a German (honorary-) consul, if residing in DE the declaration of consent must be given before the Aliens Authority
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<input type="checkbox"/>	Original Birth Certificate of the child	issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA)
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***If travelling without both parents:***

<input type="checkbox"/>	Declaration of consent by the legal guardian(s),	signed in front of a German consular office
<b>- AS WELL AS -</b>		
<input type="checkbox"/>	Passports of the legal guardian(s)	original and one photocopy of the data page
<b>- OR -</b>		
<input type="checkbox"/>	Proof of legal custody	for minors with parents whose marriage was dissolved/annulled
<b>- OR -</b>		
<input type="checkbox"/>	Death Certificate of the other parent	issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA)
<b>- OR -</b>		
<input type="checkbox"/>	DSWD Travel permit	

**I have been informed that:**

- ☐ If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will be returned to me with a repayment of the visa fee but not the service fee.
- ☐ I agree to not have my passport in my possession during the process of my visa application.
- ☐ An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

**Signature of Applicant over Printed name:** \_\_\_\_\_

**The following declaration in case the documents are incomplete:**

- ☐ The applicant has confirmed that s/he has no documents to submit other than those listed above.
- ☐ The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.
- ☐ Additional supporting documents may be requested by the Embassy of the Federal Republic of Germany.
- ☐ In case of visa refusal fees are not refundable.

**Name and Signature of VFS Official** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

