VISA APPLICATION CENTRE FOR GERMANY

**TOURIST VISA CHECKLIST**

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| **Document** | **Specifics** |
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| 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. |
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| Two current biometric passport pictures | |
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| Visa application form | completely filled out and signed by applicant |
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| Details regarding the travel destination | |
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| Details regarding the means of travel for the outward - and return journey | (details regarding the airline) no flight ticket needed |
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| Hotel-voucher or confirmation of the hotel  / guest house that the accommodation has already been paid for | |
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| Visa Fee (EUR 80.-) | refer to waived and reduced visa fee list if applicable |
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| Statement of account(s) of the previous six months with bank confirmation | |
|  | |
| 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. |
|  | |
| ***If employed***: 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 -** | |
| ***If self-employed:*** proof of registration and commercial activity of the company (ITR, Bank certificates, company accounts, etc.) | |
| **- OR -** | |
| If you are a pupil/student: School / university certificate: proof of enrollment; if applicable: letter of exemption from studies | |
| **AND, if applicable** | |
| Proof of real estate property | e.g. original land title (for validating photocopy), deed of sale |

**Additional documents for children below 18:**

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| 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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| Original Birth Certificate of the child | issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA) |

***If travelling without both parents:***

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| Declaration of consent by the legal guardian(s), | signed in front of a German consular office |
| **- AS WELL AS -** | |
| Passports of the legal guardian(s) | original and one photocopy of the data page |
| **- OR -** | |
| Proof of legal custody | for minors with parents whose marriage was dissolved/annulled |
| **- OR -** | |
| Death Certificate of the other parent | issued by Philippine Statistics Authority (PSA - former NSO) on security paper (SECPA) |
| **- OR -** | |
| 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. I n case of visa refusal fees are not refundable.

# Name and Signature of VFS Official

**Remarks**: