



## GERMANY VISA CHECKLIST:

### GENERAL REQUIREMENTS:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Duly accomplished Visa Application Form (typewritten)  |
| <input type="checkbox"/> | 2. One (1) piece passport size picture colored with white background  |
| <input type="checkbox"/> | 3. Passport original (atleast 6 months valid) old (with stamps) and new   |
| <input type="checkbox"/> | 4. Photo copy of passport biopage   |
| <input type="checkbox"/> | 5. Original and photocopy of valid visas and stams to all the country that has been visited<br>(From March 1, 2019, all visa applications without old passports with travel within 5 years will not be accepted. This applies to all travel abroad including visa-free countries like Hongkong, Macau, Thailand, Vietnam, Taiwan and etc.)                        |
| <input type="checkbox"/> | 6. Full Itinerary or Detailed Day to Day Activities of the Trip   |
| <input type="checkbox"/> | 7. <b>Your travel health insurance:</b><br>Travel health insurance, which is valid for all Schengen-States and the full duration of stay for which the visa is applied for, with a minimum coverage sum of 30,000 Euros. Philippine insurances must be accredited and given in the original with a Xerox, German insurances are accepted as a Xerox, Fax or scan. |
| <input type="checkbox"/> | 8. <b>Appointment for Personal appearance of each applicant</b> (12 years and older) is mandatory<br>All Schengen visa applicants to fill in the electronic application form and then bring a printout of the form to the appointment.  |
| <input type="checkbox"/> | 9. <b>Declaration according to § 54 AufenthaltsgG</b> , fully completed and signed by your own hand<br><br><b>If lost old passport</b> - lost passport and cannot submit a photocopy of arrival stamps you must write a ltter of explanation addressed to the Consul stating the reason why he/she cannot submit the old passport                                 |
| <input type="checkbox"/> | 10. Original PSA Authenticated Birth Certificate (issued within a year).  |
| <input type="checkbox"/> | 11. Copy of PSA Marriage Contract   |
| <input type="checkbox"/> | 12. Copy of PRC ID for professionals  |
| <input type="checkbox"/> | 13. Copy of IBP ID for lawyers  |

### FOR EMPLOYEES:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. <b>Personal Bank Certificate (Original)</b> - must include account type, current balance, account opening date, 6 months average balance   |
| <input type="checkbox"/> | 2. <b>Bank Statement Original</b>   |
| <input type="checkbox"/> | 3. <b>Certificate of Employment (COE) Original</b> - w/ approved leave of absence with designation date hired, compensation, address and office landline, number and email address. |
| <input type="checkbox"/> | 4. <b>Photocopy of Company ID</b>   |
| <input type="checkbox"/> | 5. <b>Photocopy of ITR with personal TIN number</b>   |

**FOR BUSINESSMEN:**

- 1. Photocopy of Business Registration from SEC/DTI
- 2. Photocopy of Business Permit / Mayor's Permit
- 3. Photocopy of ITR of FORM 2316 copy
- 4. Original Bank Certificate
- 5. Original Bank Statement

**FOR MINORS/STUDENTS:**

- 1. Original School Certificate
- 2. Photocopy of School ID
- 3. Photocopy of PSA/NSO Birth certificate
- 4. Photocopy of marriage contract of parents
- 5. Photocopy of Parent's or sponsor's financial documents as an employee, businessman, or OFW/seafarer
- 6. Notarized affidavit of support

**Additional documents for children below age 18:**

- 1. Personal appearance of both parents (if residing in the Philippines) during submission of the visa application with valid ID (passport or driver's license)

**If traveling without both parents:**

- 1. Declaration of consent by the legal guardian(s), signed in front of a German consular officer
- 2. Passports of the legal guardian(s) (original and Xerox copy of the data page)
- 3. Proof of legal custody (for minors with parents whose marriage was dissolved/ annulled)
- 4. Death certificate of the other parent
- 5. Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information. The according proof should be carried along and submitted to the border control.

\*If the person(s) having care and custody of the child is resident abroad, a declaration of consent, given before the responsible German (honorary-) Consul must be submitted. If the person(s) having care and custody of the child live(s) in Germany, this declaration must be given before a German Notary public or the responsible aliens authority (Ausländerbehörde).

**FOR OFW OR SEAFARERS**

- 1. Photocopy of Employment Contract or Seaman's book
- 2. Original Bank Certificate in the Philippines - indicating the account type, balance, account opening date
- 3. Original or certified true copy of bank statement for the last 3 months

**FOR HOUSEWIVES**

- 1. Photocopy of marriage contract
- 2. Financial documents of spouse
- 3. Notarized affidavit of support, if not applying with spouse.

**FOR SENIOR CITIZENS**

- 1. Photocopy of Senior Citizen ID
- 2. Original bank certificate in the Philippines
- 3. Original copy of bank statement for the last 3 months

**IF INVITED;**

- 1. **If personally invited** - invitation letter, photocopy of passport biopage, financial documents
- 2. **If invited by Company in Germany** - invitation letter, photocopy of Company Business Permit, financial documents

**VISA CONDITIONS**

- Visa approval is not guaranteed and is still under the final discretion of the consul.
- Processing time is based on average application time. It is not guaranteed and may be delayed if additional documents are required by the embassy.
- Do not purchase your tickets before your visas are issued and approved. RadarPH will not be liable for any unused travel products in the case of visa denial or if the release of visa has been delayed.
- Inflight Menu Travel Corporation will not accept visa application with departure date scheduled within 3 weeks from the date of submission.
- Any request for early release, change of application from regular to expedite processing and pulling out/cancellation of application is not permitted once submitted to the Embassy.

***I have acknowledged that:***

- I have provided all supporting documents as requested on the checklist
- I have not provided all supporting documents and I am aware that the result of my application is based on the decision of the embassy.

\_\_\_\_\_  
**PRINTED NAME AND SIGNATURE**

\_\_\_\_\_  
**DATE**