

Schengen visa

General Information

- The visa application can be submitted at the earliest six months prior to the planned trip.
- Documents that are not issued in German or English must be submitted together with a translation.
- Each visa application is reviewed individually. Therefore, the requested documents might vary. The Embassy reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- Additional information for minor applicants on page 3.

Visa application checklist

**Please use the following checklist to make sure that your documents are complete.
Please submit the documents listed below in according order.**

Original required	Copy required	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully completed and signed application including and signed declaration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) recent biometric passport photo (see specimen photos)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signed passport meeting the following requirements: <ol style="list-style-type: none"> a. Its validity must exceed the duration of the intended stay in Germany by at least 3 months b. It must contain at least 2 blank pages c. It must have been issued (not extended!) within the past 10 years
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	US alien registration card or valid US resident visa (type A, E, F plus endorsed I-20, G, H, I, J plus J1 document, L, O, R)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of address, e.g. valid driver's license, utility bill, lease
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed flight (roundtrip)/travel reservations with the name of passenger
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of travel health insurance stating: <ol style="list-style-type: none"> a. Name of the applicant b. Coverage of at least 30,000 EUR for medical expenses and repatriation c. Validity for the entire Schengen area d. Validity for the entire duration of stay in the Schengen area <p style="margin-left: 20px;">Only insurance confirmation, no letters of employer, is accepted. The insurance has to be issued either in the US or in Germany.</p>

→ more information on following page(s)

Business visa on behalf of your employer, e.g. consulting, training, meeting, audit additional documents		
Original required	Copy required	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recent and signed letter from your U.S. employer stating: <ol style="list-style-type: none"> a. Duration of recruitment b. Kind of business relations with the German company c. Travel purpose d. Duration of business trip(s) e. Guarantee to cover all travel expenses; if applicable If you are self-employed: <ol style="list-style-type: none"> a. Business license b. Last tax return
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recent and signed formal invitation from your business partner in Germany stating: <ol style="list-style-type: none"> a. Kind of business relations b. Travel purpose c. Duration of business trip(s) d. Guarantee to cover travel expenses and costs of stay; if applicable <p style="margin-left: 40px;">In case you should be invited for several trips over a longer period of time, the invitation letter has to explicitly state this. Should you go on a business trip within the same company, we still request a separate letter from each office, USA and Germany.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed hotel reservations stating name, address and telephone of the hotel, including confirmation number as well as name of the guest

Tourist visa Please note that the application has to be submitted to the Embassy/Consulate of the Schengen country that is your main destination as per the amount of days you are spending there. Only if you are spending an absolute equal amount of time in each country can the application be submitted to the Consulate of the country that will be your first entry point to the Schengen area. additional documents		
Original required	Copy required	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recent and signed letter from your U.S. employer stating: <ol style="list-style-type: none"> f. Duration of recruitment g. Kind of business relations with the German company h. Travel purpose i. Duration of business trip(s) j. Guarantee to cover all travel expenses; if applicable If you are self-employed: <ol style="list-style-type: none"> c. Business license d. Last tax return

→ more information on following page(s)

Original required	Copy required	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed hotel reservations stating name, address and telephone of the hotel, including confirmation number as well as name of the guest
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Proof of adequate financial means:</p> <p>a. Your Checking account statements of the last three months stating your name and address</p> <p>b. If you are financially supported by your spouse/other family member: signed sponsor letter, bank statements, proof of relationship, passport copy</p> <p>We cannot accept bank statements for saving accounts, Travel Money Cards or cash as proof of sufficient funds.</p>

Visitor visa
in order to visit relatives or friends living in Germany
additional documents

Original required	Copy required	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Recent and signed letter from your U.S. employer stating:</p> <p>k. Duration of recruitment</p> <p>l. Kind of business relations with the German company</p> <p>m. Travel purpose</p> <p>n. Duration of business trip(s)</p> <p>o. Guarantee to cover all travel expenses; if applicable</p> <p>If you are self-employed:</p> <p>e. Business license</p> <p>f. Last tax return</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Invitation letter and passport copy of the host</p> <p>Letter must include personal data, relationship between host and applicant, address and phone number, duration of stay</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Proof of adequate financial means:</p> <p>a. Your Checking account statements of the last three months stating your name and address</p> <p>b. Formal obligation letter (“Verpflichtungserklärung”) of the person inviting you issued by the competent German authority</p> <p>c. If you are financially supported by your spouse/other family member: signed sponsor letter, bank statements, proof of relationship, passport copy</p> <p>We cannot accept bank statements for saving accounts, Travel Money Cards or cash as proof of sufficient funds.</p>

→ more information on following page(s)

Minors under 18 years of age additional documents		
Original required	Copy required	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully completed and signed application including and signed declaration Both parents must sign application unless one parent has the sole custody or a residence order for the minor.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of sole custody (if one parent has sole custody) (e.g. birth certificate of child, adoption papers, court decision on custody)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Passports from both parents (or the one that has sole custody)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Birth certificate of the minor applicant If one parent is unable to appear at the interview, the minor child has to provide a notarized letter of travel consent issued by the parents with notarized signatures and passport copies

Visa application fees
<p>Processing fee: Payable in cash only. Conversion into USD is made based on the exchange rate at the time of the application.</p>

Completeness of application
<p>The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the documents/information indicated above are lacking.</p>
<p>Declaration when application is not complete: I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless. _____ place, date, signature</p>
<p>This information sheet has been prepared with utmost care. It is intended to provide a point of reference to our clients but may not be fully applicable to every individual case. If you have further, more specific questions which are not answered by the information contained here nor on our website www.germany.info/visa, please contact the German Embassy/Consulate General serving your U.S. home state.</p>