

SCHENGEN VISA – TOURISM

DOCUMENTS TO BE SUBMITTED (A4 size only)	Original	Copy
1. Application form Fully completed in German, English or Indonesian language version through e-application VIDEX https://videx.diplo.de , printed out and signed by the applicant	1	0
2. Contact Consent Form https://jakarta.diplo.de/blob/2480132/d153cf2efc27d5b64e4e6bebd56f2e25/einverstaendniserklaerung--kontaktaufnahme-per-e-mail-idn-data.pdf	1	0
3. Passport: <ul style="list-style-type: none"> • Validity minimum three months from the date of expiry of the requested visa • Signed by bearer or stamped by authority (unable to sign) • Passport not older than 10 years • At least 2 empty pages for visas • Non-Indonesians: KITAS/KITAP for Indonesia to be valid at least 3 months after return (original to be shown at VFS) 	1	1
4. Recent photograph: Photograph requirements as follow: <ul style="list-style-type: none"> • White or light grey background • Size 3,5 x 4,5 cm • The face should cover at least 80% of the picture • Not older than 6 months Sample chart: https://www.bundesdruckerei.de/system/files/dokumente/pdf/Sample-Photos-For-ID-Documents.pdf	1	0
5. Travel health insurance <ul style="list-style-type: none"> • Valid for the entire duration of the requested visa and for all Schengen countries • Minimum coverage of 30,000 €, covering also evacuation and repatriation List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements: https://jakarta.diplo.de/blob/2483126/2effe6f54a534191e4f77e7de89ef447/merkblatt-reisekrankenversicherung--rkv--eng-data.pdf <ul style="list-style-type: none"> • Coverage for potential COVID19 treatment has to be confirmed or mentioned in the T&C 	0	1
6. Travel Itinerary including <ul style="list-style-type: none"> • Valid (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact information, booking ref.) • Flight reservation • Cover Letter (in English/German or along with English/German translation): Explaining detailed purpose of travel and Describing travel Itinerary (e.g. inter-city and long-distance trains, inter-city bus, domestic flights or flights inside the Schengen Area) planned for the entire duration of your stay; along with proof <i>wherever applicable</i> 	0 0 1	1 1 1
7. Proof of the current employment situation of the applicant in Indonesia <ul style="list-style-type: none"> • For employed applicants: No Objection Certificate including name, postal address and telephone number of the company, containing details regarding applicant's working position, starting date of employment and net salary as well as timeframe of permitted leave of absence (expected date to resume work) and purpose of travel • For self-employed applicants / company owners: Copy of company register (SIUP) and company's recent tax bill 	1 1 1	1 1 1

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<ul style="list-style-type: none"> • For Freelancers: short summary of the portfolio (one page including social media / online sales sites) and proof of the last three assignments (contracts, payment slips etc.) • For students: confirmation of enrollment for the current semester 	1	1
<p>8. Proof of financial means of the applicant in Indonesia: e.g. personal bank or savings account statements of at least the past 3 months, personal property, assets etc.</p> <ul style="list-style-type: none"> • In case of not holding a personal bank account or assets, declaration of the applicant about how the livelihood is guaranteed including respective proof. 	1	1
<p>9. Funding of the trip (only required, if costs aren't born solely by the applicant)</p> <ul style="list-style-type: none"> • Funds provided by parents/ family member: Bank account statements of the last three months or saving account as well as written declaration of sponsorship and proof of kinship (for example birth certificate or family card). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Funds provided by the host: Formal obligation (Verpflichtungserklärung) of the host under the terms of §§ 66-68 of the German Immigration Act (Aufenthaltsgesetz). The formal obligation (Verpflichtungserklärung) has to be declared at the local immigration office in Germany. 	1	1
<p>10. Proof of marital status / family status: Up to date family card (kartu keluarga), not older than 6 months</p>	1	1
<p>11. Children below 18 years of age. Both parents/legal custodians have to appear in person for the child's visa application and submit the following documents:</p> <ul style="list-style-type: none"> • Birth certificate of the child • If the parents of the child are divorced: <ul style="list-style-type: none"> ➤ Divorce certificate of the parents and divorce decree including ruling of child custody (with apostille), or ➤ Death certificate (with apostille), if the other parent is deceased. <p>If one parent / legal custodian is residing abroad, he / she can give the consent to the child's visa application at a German Embassy/ Consulate General in the country of his / her residence.</p> <p>If one parent/ legal custodian is residing in Indonesia and unable to be present at the time of application, they can provide a consent letter (notarized and with apostille).</p>	1	1

The Embassy might request additional documents during the process

REMARKS to be filled out by VFS staff (please tick what is relevant):

Applicant has NO Schengen Visa Previous Schengen Visa (please attach copies)

Applicant travels

alone

with family member/s

with a group as(please specify e.g. colleague, friends,...)

Applicant's documents are complete

NOT complete

Due to incomplete documents,

Applicant has been informed of option to withdraw application to complete the same to avoid refusal.

Applicant wishes to submit application.

Other remarks:

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SIGNATURES and AGREEMENT

a) For Visa Applicant: I HAVE READ AND AGREED TO THE ABOVE FOR THE VISA APPLICATION.

b) For VFS Staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

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City and Date

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(Signature of Applicant)

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City and Date

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(Signature VFS Staff)