



SCHENGEN VISA – TOURISM

ff not otherwise noted, submission of copies of the original documents are sufficient. Please note that the Visa Section does not return original documents. If you do not provide a copy. 1. Application form (Original) Fully completed in German, English or Indonesian language version through e-application VIDEX, printed out and signed by the applicant 2. Contact Consent Form (Original) 3. Passport (Original-1 Copy) 4 Validity minimum three months from the date of expiry of the requested visa 5 (Signed by bearer or stamped by authority (unable to sign) 4 Passport not older than 10 years 5 At least 2 empty pages for visas 6 Non-Indonesians. KITAS/ KITAP for Indonesia to be valid at least 3 months after return (original to be shown at VIS) 7 (original to be shown at VIS) 8 Recent biometric photograph (Original); Sample chart Photograph requirements as follow: 9 White or light grey background 5 Size 35. x4.5 cm 7 The face should cover at least 80% of the picture 8 Not older than 6 months 7 Not older than 6 months 8 Cover Letter (in English) German or along with English/ German translation) (Original); 8 Explaining detailed purpose of travel and 9 Describing travel litherary (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 wherever applicable 9 Carralled thi insurance (Copy) 9 Valid for the entire duration of the requested visa and for all Schengen countries 9 Minimum coverage of 30,000 €, covering also evacuation and repatriation 1 List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements 1 Coverage for potential COVID19 treatment has to be confirmed or mentioned in the T&C 1 Travel Entlineary including (Copy) 1 Valid (existing) hotely accommodation booking/ reservation with full address (name, street, rity, zip code, contact information, booking reservation with full address (name, street, rity, zip code, contact information, booking r	DOCUMENTS TO BE SUBMITTED (A4 size only)	Submitted	Missing
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August 2024 Self employed (copy): Proof of Company Registration (SIUP) Company's recent tax bill For Freelancers (copy): Short summary of the portfolio (one page incl. social media/ online sales sites) Proof of the last three assignments (contracts, payment slips etc.) 9. 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, other assets etc. (Original) Also required, if the trip is sponsored -If you are employed (Original): Pay slips for the last 3 months and Employment contract and Employers' confirmation on approval for absence (Leave sanction letter from applicant's employer) and Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) If you are a company owner or self-employed (Original): Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) If you are retired: Pension statements for the last three months (Copy) and/or Proof of regular income generated by ownership of property or business (Copy) Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) (Original) If you are a student (Original): Certificates of the establishment at which you are enrolled and No-objection-certificate from school/university If you are unemployed (Original): Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) and Declaration of the applicant about how the livelihood is guaranteed including respective proof 10. Funding of the trip (only required, if costs aren't born solely by the applicant) Funds provided by parents/family member(Original): Bank account statements of the last three months or saving account and Written declaration of sponsorship and proof of kinship (for example birth certificate or family card). 11. **Proof of marital status/ family status (Original** to be shown at VFS + 1 copy) Up-to-date family card (kartu keluarga), not older than 6 months 12. Children below 18 years of age (Original to be shown at VFS + 1 copy): Both parents/legal custodians have to appear in person for the child's visa application and submit the following documents: Birth certificate of the child (with apostille) If the parents of the child are divorced: 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 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

• 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)

→ For more information regarding the apostille please find the "FAQ Apostille" on our website

INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- The German Embassy might ask for additional documents and/ or call the applicant for an interview.
- Documents, forms and declarations which are in Bahasa-Indonesia have to be submitted with a German translation. Only official translations are accepted. You can find a list of recognized translators in Indonesia on our website. The translation can be carried out by a recognized translator in Germany as well. English translations are only accepted along with proof of the translator being officially recognized as an English translator in Indonesia or Germany. Failing to provide proper translation will result in the document, form or declaration considered "missing".
- Only complete applications can be accepted. Submission of incomplete documentation will result in the application's refusal.
- Processing time at the German Embassy is 15 days for applications submitted in Jakarta and 21 days for applications submitted in Bali and Surabaya, in general. In individual cases, it might take up to 45 days. Applicants are requested to apply well in advance, but not more than 180 days prior to the intended date of journey. Status updates are available on the VFS Global website. The German Embassy does not entertain status queries.
- During the application, the passport remains at the German Embassy. Requesting a
 passport return during the processing will require a cancellation/ withdrawal of the
 application.

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

Applicant has copies)	□ NO Schengen Visa	□ Previous Schengen Visa (please attach
Applicant travels alone with family men with a group as	•	rify e.g. colleague, friends,)
Applicant's docum	ents 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:	S
Power of Attorney attached behind this page for (if applicable): Submission of application of VIS Applicants who provided their fingerprints within previous 59 months	
SIGNATURES and AGREEMENT	
a) For Visa Applicant: I HAVE READ AND AGREED TO THE AB APPLICATION.	OVE FOR THE VISA
b) For VFS Staff: APPLICANT HAS BEEN INFORMED OF THE A HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.	ABOVE. THE REMARKS
City and Date	(Signature of Applicant)
City and Date	(Signature VFS Staff)