

SCHENGEN VISA – VISITOR VISA

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 <ul style="list-style-type: none"> 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 follows: <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/2483126/5e358b3eb13bc94aaa1967aa03028683/merkblatt-reisekrankenversicherung--rkv--eng-data.pdf Coverage for potential COVID19 treatment has to be confirmed or mentioned in the T&C	0	1
6. Flight reservation	0	1
7. Proof of accommodation Hotel booking confirmation or in case of private accommodation a confirmation of the host.	0	1
8. Purpose of travel Invitation letter from Germany explaining the purpose of visit, along with passport copy and if non German host copy of residence permit	0	1
8. 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 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 1 1 0	1 1 1 1 1
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, assets etc.	0	1

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<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. 		
<p>10. Funding (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>11. Proof of marital status/ family status: Copy of current family card (kartu keluarga), not older than 6 months</p>	0	1
<p>12. 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 or ➤ death certificate, if the other parent is deceased <p>If one parent / legal custodian is residing abroad, he / she can give his consent to the child's visa application at a German Embassy/ Consulate General in the country of his / her residence</p>	0	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.

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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)