

January 2020

SCHENGEN VISA – VISITOR'S VISA

DOCUMENTS TO BE SUBMITTED	Original	Copy
<b>1. Application form</b> Fully completed in German, English or Indonesian language version through e-application VIDEX <a href="https://videx.diplo.de">https://videx.diplo.de</a> and printed out and signed by the applicant himself.	1	0
<b>2. Instruction Form (Belehrung §§ 53, 54 AufenthG):</b> available at <a href="https://jakarta.diplo.de/blob/1807778/6ca7f1bf2c528816f5533155e46c133e/belehrungen---reiseverlauf-data.pdf">https://jakarta.diplo.de/blob/1807778/6ca7f1bf2c528816f5533155e46c133e/belehrungen---reiseverlauf-data.pdf</a> signed by the applicant himself	1	0
<b>3. Passport:</b> <ul style="list-style-type: none"> <li>• Validity minimum three months from the date of expiry of the requested visa</li> <li>• Signed by bearer or stamped by authority (unable to sign)</li> <li>• Passport not older than 10 years old</li> <li>• At least 2 empty pages for visas</li> </ul>	1	1
<b>4. Recent photograph:</b> Photograph requirements as follow: <ul style="list-style-type: none"> <li>• White or light grey background</li> <li>• Size 3,5 x 4,5 cm</li> <li>• The face should cover at least 80% of the picture</li> </ul> Sample chart: <a href="https://www.bundesdruckerei.de/system/files/dokumente/pdf/Sample-Photos-For-ID-Documents.pdf">https://www.bundesdruckerei.de/system/files/dokumente/pdf/Sample-Photos-For-ID-Documents.pdf</a>	1	
<b>5. Funding of the trip:</b> <b>Funds provided by the applicant:</b> Bank account statements or saving accounts of the last three months <b>OR</b> <b>Funds provided by parents/ family member:</b> 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). <b>OR</b> <b>Funds provided by the host: Formal obligation (Verpflichtungserklärung)</b> 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. Under certain conditions the obligation can be declared in the Embassy. Please bring along original proof of funding when traveling. <b>For further information see:</b> <a href="https://jakarta.diplo.de/blob/1807780/1f8090d0cb9b516d256f754056592c99/verpflichtungserklaerung-data.pdf">https://jakarta.diplo.de/blob/1807780/1f8090d0cb9b516d256f754056592c99/verpflichtungserklaerung-data.pdf</a>	1	1
<b>6. Proof of accommodation:</b> provide hotel booking confirmation or in case of private accommodation a confirmation of the host	0	1
<b>7. Proof of the current employment situation of the applicant in Indonesia/home country:</b> <ul style="list-style-type: none"> <li>• For employed applicants: up to date certificate of employment confirming net salary</li> <li>• For self-employed applicants/ company owners: Copy of company register (SIUP) and company's recent tax bill</li> <li>• 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.)</li> <li>• For non-Indonesian applicants: copy of KITAS/KITAP for Indonesia</li> <li>• For owners of real estate and vehicles: Proof of ownership</li> <li>• For students: confirmation of enrollment for the current semester</li> </ul>	1 0 1 1 1 0	0 1 1 1 1 1
<b>8. Proof of marital status/ family status:</b> Copy of current family card (kartu keluarga), not older than 6 months	0	1
<b>9. Flight booking:</b> print-out of intended flight reservation (not required to present a paid booking confirmation !) and <b>itinerary</b> with the travel destinations within the Schengen area, listing place, dates and means of travel	0	1
<b>10. Travel health insurance</b>	0	1

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<ul style="list-style-type: none"> <li>Valid for the entire duration of the requested visa and for all Schengen countries.</li> <li>Minimum coverage of 30,000 €, covering also evacuation and repatriation</li> </ul> <p>List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements:  <a href="https://jakarta.diplo.de/blob/1994668/4d21fe53885b8beebccd0030a85f676c/liste-versicherungsagenturen-reiseversicherung-data.pdf">https://jakarta.diplo.de/blob/1994668/4d21fe53885b8beebccd0030a85f676c/liste-versicherungsagenturen-reiseversicherung-data.pdf</a></p>		
<p><b>11. Declaration form for travel health insurance, can be downloaded at</b>  <a href="https://jakarta.diplo.de/blob/1892148/f72094b5e492f7769a74a96aa4a54519/krankenversicherung-data.pdf">https://jakarta.diplo.de/blob/1892148/f72094b5e492f7769a74a96aa4a54519/krankenversicherung-data.pdf</a></p> <p>Proof of insurance coverage is to be presented with the visa application for the first stay in the Schengen area. A Schengen visa for multiple entries and a long-term Schengen visa (e.g. for a period of six months or one year) can only be granted if page 2 of the declaration form on health insurance is signed by the applicant.</p>	1	0
<p><b>12. Travel purpose</b></p> <ul style="list-style-type: none"> <li><u>Invitation letter and passport/ ID card of the host.</u> If the host is a foreign national please add copy of his German residence permit.</li> <li><u>Visiting family/ relatives:</u> proof of kinship (birth marriage certificate, family card, etc) and copy of passport/ ID card of one of the relatives</li> <li><u>Visiting friends/ acquaintances: proof of relationship by filled-in questionnaire</u> (information about the kind and duration of relationship by listing e.g. phone conversations, past meetings etc.) and copy of <b>passport/ ID card</b> of the friend/ acquaintance.</li> </ul>	0 0 1 0	1 1 0 1
<p><b>13. Children below 18 years of age:</b>  <b>Both parents /legal custodians have to appear in person for the child's visa application and submit the following documents:</b></p> <ul style="list-style-type: none"> <li>Birth certificate of the child</li> <li>If the parents of the child are divorced: <ul style="list-style-type: none"> <li>➤ Divorce certificate of the parents and divorce decree including ruling of child custody or</li> <li>➤ death certificate, if the other parent is deceased</li> </ul> </li> </ul> <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 in the country of his/her residence</p>	0	1

**Additional documents might be requested at the Embassy's discretion during the process**

**VFS Official to tick as appropriate (to be filled out VFS staff)**

- The applicant has confirmed that s/he has no other documents to submit
- The applicant has submitted the supporting documents above. I have advised him/ her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
- Other Remarks :

Name of VFS official:

Signature:

Date:

**Signature and Agreement**

I understand that submitting all required documents does not guarantee that my application will be approved.

Applicant's Name:

Signature:

Date: