

SCHENGEN VISA – Courtesy Visa

This checklist is applicable only to those who are holding an official passport and travel in their official capacity. Courtesy applications can be handed in at VFS Global without prior appointment. All applications must be submitted at least 15 days before their trip.

Applicants who do not travel in official capacity, e.g. not in possession of a Note Verbale from KEMLU, have to refer to the relevant other visa checklists.

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 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 <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 (with on hold ticket number) 	0 0	1 1
7. Note Verbale <ul style="list-style-type: none"> Note Verbale issued by KEMLU mentioning the applicant's name, expected duration of trip, purpose of travel and who will bear the cost 	1	0
8. Government Order <ul style="list-style-type: none"> Letter from the relevant government authority, at which the applicant is employed, confirming the applicant's name, travel data, purpose of visit and who will bear the expenses of the trip 	1	0
9. Travel purpose:		

<ul style="list-style-type: none"> • Invitation letter from business partner(s) or government authorities, confirming the applicant's name and employer / company, travel data and purpose of visit(s) as well as who will bear the expenses of the trip 	1	0
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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.

..... (Signature of Applicant)

..... (Signature VFS Staff)