

### SCHENGEN VISA – VISITOR VISA

DOCUMENTS TO BE SUBMITTED ( A4 size only)		Submitted	Missing
<p>If not otherwise noted, submission of copies of the original documents are sufficient.  <u>Please note that the Visa Section does not return original documents, if you do not provide a copy.</u></p>			
<b>1. Application form (Original)</b> Fully completed in German, English or Indonesian language version through e-application <a href="#">VIDEX</a> , printed out and signed by the applicant			
<b>2. Contact Consent Form (Original)</b>			
<b>3. Passport ( Original + 1 Copy)</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</li> <li>• At least 2 empty pages for visas</li> <li>• Non-Indonesians: KITAS / KITAP for Indonesia to be valid at least 3 months after return (original to be shown at VFS)</li> </ul>			
<b>4. Recent biometric photograph (Original): <a href="#">Sample chart</a></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> <li>• Not older than 6 months</li> </ul>			
<b>5. Cover Letter (in English/ German or along with English/ German translation) (Original):</b> <ul style="list-style-type: none"> <li>• Explaining detailed purpose of travel <b>and</b></li> <li>• 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></li> </ul>			
<b>6. Travel health insurance (Copy)</b> <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  <a href="#">List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements.</a></li> </ul>			
<b>7. Travel Itinerary including (Copy)</b> <ul style="list-style-type: none"> <li>• Valid (existing) hotel/ accommodation booking/ reservation with full address (name, street, city, zip code, contact information, booking ref.)/ confirmation from private host</li> <li>• Flight reservation</li> </ul>			
<b>8. Purpose of travel (copy)</b> <ul style="list-style-type: none"> <li>• Invitation letter from Germany explaining the purpose of visit</li> <li>• Passport copy and if non-German host, copy of residence permit</li> </ul>			
<b>9. Proof of the current employment situation of the applicant in Indonesia (Original):</b> <ul style="list-style-type: none"> <li>• <b>For employed or self-employed applicants:</b> <ul style="list-style-type: none"> <li>➤ <b>Signed cover letter/ No-objection-certificate from the company in Indonesia on company letterhead</b> including details of:               <ul style="list-style-type: none"> <li>- Name of traveler <b>and</b></li> <li>- passport number of traveler <b>and</b></li> <li>- duration of approved leave <b>and</b></li> <li>- postal address of the company in Indonesia <b>and</b></li> <li>- telephone number of the company in Indonesia <b>and</b></li> <li>- details about applicant's working position <b>and</b></li> <li>- starting date of employment <b>and</b></li> <li>- net salary</li> </ul> </li> </ul> </li> <li>• <b>For students (Original):</b></li> </ul>			

<ul style="list-style-type: none"> <li>➤ Confirmation of enrollment for the current semester</li> <li>• <b>Self employed (copy):</b> <ul style="list-style-type: none"> <li>➤ Proof of Company Registration (SIUP)</li> <li>➤ Company's recent tax bill</li> </ul> </li> <li>• <b>For Freelancers (copy):</b> <ul style="list-style-type: none"> <li>➤ Short summary of the portfolio (one page incl. social media/ online sales sites)</li> <li>➤ Proof of the last three assignments (contracts, payment slips etc.)</li> </ul> </li> </ul>		
<p><b>10. Proof of financial means of the applicant in Indonesia:</b> e.g. personal bank or savings account statements of at least the past 3 months, personal property, other assets etc. <b>(Original)</b></p> <p><b>Also required, if the trip is sponsored –</b></p> <ul style="list-style-type: none"> <li>• <b>If you are employed (Original):</b> <ul style="list-style-type: none"> <li>➤ Pay slips for the last 3 months <b>and</b></li> <li>➤ Employment contract <b>and</b></li> <li>➤ Employers' confirmation on approval for absence (Leave sanction letter from applicant's employer) <b>and</b></li> <li>➤ Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted)</li> </ul> </li> <li>• <b>If you are a company owner or self-employed (Original):</b> <ul style="list-style-type: none"> <li>- Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted)</li> </ul> </li> <li>• <b>If you are retired:</b> <ul style="list-style-type: none"> <li>➤ Pension statements for the last three months (Copy) <b>and/ or</b></li> <li>➤ Proof of regular income generated by ownership of property or business (Copy) <b>and</b></li> <li>➤ Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) <b>(Original)</b></li> </ul> </li> <li>• <b>If you are a student (Original):</b> <ul style="list-style-type: none"> <li>➤ Certificates of the establishment at which you are enrolled and</li> <li>➤ No-objection-certificate from school/ university</li> </ul> </li> <li>• <b>If you are unemployed (Original):</b> <ul style="list-style-type: none"> <li>➤ Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted) <b>and</b></li> <li>➤ Declaration of the applicant about how the livelihood is guaranteed including respective proof</li> </ul> </li> </ul>		
<p><b>11. Funding of the trip (only required, if costs aren't born solely by the applicant)</b></p> <ul style="list-style-type: none"> <li>• <b>Funds provided by parents/ family member (Original):</b> <ul style="list-style-type: none"> <li>➤ Bank account statements of the last three months or saving account <b>and</b></li> <li>➤ written declaration of sponsorship and proof of kinship (for example birth certificate or family card).</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Original ( + 1 Copy )</b> Formal obligation (Verpflichtungserklärung) of the host according to the terms of §§ 66-68 of the German Immigration Act. The formal obligation has to be declared at the local immigration office in Germany.</li> </ul>		
<p><b>12. Proof of marital status/ family status (Original to be shown at VFS + 1 copy)</b></p> <ul style="list-style-type: none"> <li>• Up-to-date family card (kartu keluarga), <b>not older than 6 months</b></li> </ul>		
<p><b>13. Children below 18 years of age (Original to be shown at VFS + 1 copy):</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:</li> </ul>		

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<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> <li>• 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</li> <li>• 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)</li> </ul>		
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## 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 ☐ 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

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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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.....  
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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 ABOVE FOR THE VISA  
APPLICATION.

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

.....  
City and Date

.....  
(Signature of Applicant)

.....  
City and Date

.....  
(Signature VFS Staff)