

## 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 the trip.

Applicants who do not travel in official capacity, e.g. not in possession of a government order, have to refer to the relevant other visa checklists.

DOCUMENTS TO BE SUBMITTED ( A4 size only) 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>		Submitted	Missing
1. <b>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			
2. <b>Contact Consent Form (Original)</b>			
3. <b>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>			
4. <b>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>			
5. <b>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</li> </ul> <a href="#">List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements.</a>			
6. <b>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>			
7. <b>Government Order (Copy):</b> <ul style="list-style-type: none"> <li>• Letter from the relevant government authority, by which the applicant is employed, confirming the applicant's name, travel data, purpose of visit and who will bear the expenses of the trip</li> </ul>			
8. <b>Travel purpose (Copy):</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>			

## 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

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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August 2024

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.

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City and Date (Signature of Applicant)

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City and Date (Signature VFS Staff)