

NATIONAL VISA - SEAMAN

DOCUMENTS TO BE SUBMITTED	Original	Copy
1. <u>Application form</u> Fully completed in German or English language through VIDEX application form; both printed and signed by the applicant	1	0
2. <u>Contact Consent Form</u> printed and signed by the applicant	1	0
3. <u>Declaration of Employment</u> printed and signed by the applicant	1	0
4. Passport: <ul style="list-style-type: none"> • Validity minimum three months from the date of expiry of the requested visa • Signed by bearer • Passport not older than 10 years old • At least 2 empty visa pages 	1	1
5. <u>One recent photograph:</u> Please fix one passport photograph in the upper right corner of the application form. Photographs requirement as follow: <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 	1	0
6. Birth certificate. Indonesian documents must already contain appropriate proof (apostille) and be translated at the time of the visa application. For documents from other foreign countries, a confirmation of authenticity (legalisation or apostille) and a translation into German is required. Original + 1 copy If your name is different on your birth certificate and your current passport, you must provide appropriate proof (e.g. "endorsement" of the name in your Indonesian passport or court judgement with apostille confirming the name change, etc.).	1	1
7. Questionnaire for Crew Members of River Cruise Ships (for each ship that the applicant could potentially be required to work on)	0	1
8. Guarantee letter from the principal or shipping agent in Germany: <ul style="list-style-type: none"> • Guarantee letter which confirms that the principal or shipping agent will assume liability in accordance with § 66 to 68 of the AufenthG for the full period of the visa validity • Has to mention a boarding date NOT earlier than 6 weeks after visa appointment 	0	1
9. Invitation letter from the employer <ul style="list-style-type: none"> • Invitation letter has to explicitly mention the ship(s) on which the applicant will potentially be required to work on • Declaration from the employer that the ship will not be changed during the visa process or prior to arrival in Germany <p>Non-compliance here may lead to the rejection of the application/ the applicant being refused for air transport or border entry for.</p>	0	1
10. Ship Register (for each ship that the applicant could potentially be required to work on)	0	1
11. Employment Contract containing the following information: <ul style="list-style-type: none"> • Compliance and guarantee of the minimum wage law in Germany • Countries in which the work will take place • Working Hours • Off days and periods of rest 	1	1

**Original
will be
returned
by VFS**

<ul style="list-style-type: none"> Name of the ship (for each ship that the applicant could potentially be required to work on) Ships route /Sections of the river (for each ship that the applicant could potentially be required to work on) Separate confirmation by the employer for every point not mentioned in the contract 	1	1
12. Flight reservation to Germany (flight date not earlier than 6 weeks after visa appointment)	0	1
13. Health Insurance for the entire duration of the contract (travel health insurance not accepted)	0	1

The Embassy reserves the right to 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 & National Visa (please attach copies)

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.

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City and Date

(Signature of Applicant)

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City and Date

(Signature VFS Staff)