

The Federal Republic of Germany

Visa Note & Fees

Tourist

- ✓ Schengen Visa Application Form: Applicant needs to complete the Online Visa Application Form from the link given [ashttps://videx.diplo.de/videx](https://videx.diplo.de/videx). Print out of the filled form & duly signed by the applicant (Both the parents must sign in case of minor applicants). Bring the bar code sheet with the documents.
- ✓ Signed Declaration on True and Complete Information.
- ✓ Signed Annexure A (Authorization Letter Format for the submission & collection of the documents).
- ✓ Two recent passport size colored photographs (35 x45 mm) with white background, 70-80% face coverage, The photo should be printed on high-quality paper with a print resolution of at least 600 dpi (especially when taken with a digital camera). Photograph should not be more than 6 months old.
- ✓ Personal covering letter from the applicant.
- ✓ Valid travel document satisfying the following criteria (plus a photocopy of all printed pages.
 - ✓ its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the member States;
 - ✓ it shall contain at least two blank pages;
 - ✓ it shall have been issued within the previous 10 years.
- ✓ Note: Please note that Indian passports can only be accepted if their bio data (name, date of birth, place of birth of holder, sex) have not been modified by an 'observation'. However, observations regarding the validity of the passport are permitted.
- ✓ Travel Insurance (plus a photocopy): In cases of multiple entry one year visa, travel insurance will only be required for the first trip. But an adequate travel medical insurance has to be had for any subsequent visits to the territories of the Schengen Member States.

Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:

1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
 2. Bajaj Allianz General Insurance Company for the age group of 6 months to 70 years.
 3. Cholamandalam MS General Insurance Company for the age group of 0 month to 70 years.
 4. Future Generali India insurance Company for the age group of 6 months to 70 years.
 5. HDFC ERGO General Insurance Company for the age group of 3 months to 70 years.
 6. IFFCO - Tokio General Insurance Company for the age group of 3 months to 70 years.
 7. National Insurance Company for the age group of 6 months to 60 years (Schengen Plan 61 to 80 years).
 8. Reliance General Insurance Company for the age group of 3 months to 70 years.
 9. Royal Sundaram Alliance Insurance Company for the age group of 3 months to 70 years.
 10. Star Health & Allied Insurance Company for the age group of 6 months to 70 years.
 11. Tata AIG General Insurance Company for the age group of 6 months to 55 years (Silver Schengen Plan 56 to 70 years and Senior Schengen Plan 71 to 79 years).
 12. The New India Assurance Company for the age group of 0 month to 60 years.
 13. The Oriental Insurance Company for the age group of 6 months to 60 years.
 14. United India Insurance Company for the age group of 0 month to 65 years.
 15. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.
- ✓ Proof of Financial Means to cover the costs of living for the entire trip and all travel related expenses (e.g. Original Bank Statements with bank seal and signature, pay slips, tax income returns, 'Verpflichtungserklärung') (plus a photocopy).
 - ✓ Documents relating to accommodation: invitation from the host if staying with one (e.g. 'Verpflichtungserklärung') document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged;
 - ✓ documents relating to the itinerary: proof of the booking of an organized trip or any other appropriate document indicating the envisaged travel plans (e.g. ticket reservation) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey, plus a photocopy of each document;

- ✓ All travel agents and representatives need to carry an letter of authority from the applicants for the submission of applications. The applications without the authority letter from Applicants will not be accepted.
- ✓ Processing time is 7 to 10 working days.

Visa Category	Visa Fee
Visa Fees (Short Term 6-12 years)	Rs. 2900
Visa Fees (Below 6 years of age)	Rs. 0
VFS Service Charge	Rs. 1205 (Inclusive of taxes)
Visa Fees (Short Term Adult)	Rs. 4900

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.

Business

- ✓ Schengen Visa Application Form: Applicant needs to complete the Online Visa Application Form from the link given as <https://videx.diplo.de/videx>. Print out of the filled form & duly signed by the applicant (Both the parents must sign in case of minor applicants). Bring the bar code sheet with the documents.
- ✓ Signed Declaration on True and Complete Information.
- ✓ Signed Annexure A (Authorization Letter Format for the submission & collection of the documents).
- ✓ Two recent passport size colored photographs (35 x45 mm) with white background, 70-80% face coverage, The photo should be printed on high-quality paper with a print resolution of at least 600 dpi (especially when taken with a digital camera). Photograph should not be more than 6 months old.
- ✓ Personal covering letter from the applicant.
- ✓ Valid travel document satisfying the following criteria:
 - ✓ Its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the member States;
 - ✓ It shall contain at least two blank pages;

- ✓ It shall have been issued within the previous 10 years.
- ✓ Note: Indian passports can only be accepted if their bio data (name, date of birth, place of birth of holder, sex) have not been modified by an 'observation'. However, observations regarding the validity of the passport are permitted.
- ✓ One photocopy of the data pages of the Applicant's passport (A4 size copy).
- ✓ Travel Insurance (plus a photocopy): In cases of multiple entry one year visa, travel insurance will only be required for the first trip. But an adequate travel medical insurance has to be had for any subsequent visits to the territories of the Schengen Member States. Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:
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- ✓ Company covering letter with entire travel plan (itinerary).
- ✓ Invitation letter from your German business partner(s) in German or English language confirming invitation. For consultancy services: please provide a confirmation letter from the German client.

- ✓ Flight reservation, rail tickets, others.
- ✓ Proof of accommodation for your entire stay in the Schengen area
- ✓ Detailed schedule of your business meetings (ONLY for stays over 30 days).
- ✓ Certificate of Incorporation of the company.
- ✓ Company Income Tax Return (ITR) form.
- ✓ Original Company Bank Statements with bank seal and signature, of the past three months, stating the drawing power/credit limit.
- ✓ Proof of financial status:
- ✓ If employed: Pay slips of the past three months / employment contract.
- ✓ If self-employed: Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)
- ✓ Original Personal Bank Statement with bank seal and signature, of the past three months with sufficient funds.
- ✓ Income Tax Return (ITR) form or Form 17 (Certificate of Income Tax deducted at the source of salary).
- ✓ Proof of civil status:- Marriage certificate, birth certificate of children, death certificate of spouse, ration card.
- ✓ All travel agents and representatives need to carry an letter of authority from the applicants for the submission of applications. The applications without the authority letter from Applicants will not be accepted.
- ✓ Processing time is 7 to 10 working days.

Visa Category

Visa Fee

VFS Service Charge	Rs. 1205 (Inclusive of taxes)
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Transit

- ✓ Schengen Visa Application Form: Applicant needs to complete the Online Visa Application Form from the link given as <https://videx.diplo.de/videx>. Print out of the filled form & duly signed by the applicant (Both the parents must sign in case of minor applicants). Bring the bar code sheet with the documents.
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- ✓ Two recent passport size colored photographs (35 x45 mm) with white background, 70-80% face coverage, The photo should be printed on high-quality paper with a print resolution of at least 600 dpi (especially when taken with a digital camera). Photograph should not be more than 6 months old.
- ✓ Valid passport along with two copies of all printed pages. The date of expiry of the passport has to exceed the intended date of return by at least 3 months. Please note that Indian passports can only be accepted if their bio data (name, date of birth, place of birth of holder, sex) have not been modified by an 'observation'. However, observations regarding the validity of the passport are permitted.
- ✓ A valid visa for the final destination.
- ✓ Confirmed flight reservation to final destination along with one copy
- ✓ The German Embassy reserves the right to ask for additional documents!
- ✓ All Documents like Ration Card, J Forms, Marriage Certificate have to be submitted with an English Translation, which has to be duly stamped from a Authorized Notary.
- ✓ All travel agents and representatives need to carry an letter of authority from the applicants for the submission of applications. The applications without the authority letter from Applicants will not be accepted.
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Download Visa Forms

✓ [Annex-a](#)