



# Germany Documents Checklist

## Germany Tourist Visa Checklist

Documents	Description	Format
<a href="#">Original Passport</a>	Valid passport (issued within the last 10 years and with at least 3 months' validity after the scheduled return); passports with observations regarding the front data page will not be accepted; passport must have at least two empty pages to affix visa	
<a href="#">Copy of Passport Pages</a>	Copy of the biometric & address page of the passport	
<a href="#">Photograph</a>	Min. 1 biometric passport picture (35×45mm white background, 70%-80% face coverage), not older than six months	
<a href="#">Application form</a>	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.	
<a href="#">Flight tickets</a>	Confirmed roundtrip ticket. Also includes, Reservations for internal transfer within Schengen states (flight, train itinerary or car rental)	
<a href="#">Hotel Tickets</a>	Hotel reservations, rental of holiday home or campus residence reservation or If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host, confirmation of the third person with signature, proof of address and copy of passport or German ID card If the applicant is travelling to several Member States, proof of accommodation in each of them.	
<a href="#">Cover Letter</a>	Personal covering letter/ Proof of intended means of transport and itinerary	<a href="#">Cover Letter Template</a>
<a href="#">Appointment slip</a>	This needs be carried on the day of appointment	
<a href="#">Travel Insurance</a>	Overseas travel medical insurance that is valid for all Schengen countries and covers the entire duration of the Schengen trip as per your application, minimum coverage for medical expenses: EUR 30,000	

**Bank statement**

Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)

**ITR**

Copy of income tax return + ITR V acknowledgment of last 02 financial years

**If sponsored**

Proof of financial means if trip is sponsored by a third party

[Sponsorship Letter Template](#)

- a) if you are sponsored by an Indian resident
- Sponsor letter with a passport copy of the sponsor and
  - Sponsor's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) and
  - If sponsor is your spouse - marriage certificate or
  - If sponsor is your parent - birth certificate
- b) if you are sponsored by a German/EU resident
- Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen) and
  - If provided: Verpflichtungserklärung (formal obligation letter) of your sponsor and
  - If sponsor is your spouse - marriage certificate or
  - If sponsor is your parent - birth certificate
- c) if you are sponsored by a company in India in addition to point 7 & 8:
- Acknowledgement of the company's ITR Returns for the last three years (latest first, for example, 2022-2020)
- d) if you are sponsored by a company in
- Germany Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen)

**If employed**

Pay slips for the last three months and employment contract and employers' statement on approval for holidays (Leave Sanction letter from applicant's company) and

[Employer NOC Template](#)

**If self employed**

- Certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India and
- Indian income tax return (ITR) acknowledgment for the last two assessment years OR Form 16 (Certificate of Income Tax deducted at the source of salary) and
- Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)

**If Retired**

- Pension statements for the last three months and/or
- Proof of regular income generated by ownership of property or business and
- Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)

**If Student**

- Certificates of the establishment at which you are enrolled and
- No objection certificate from School / University and for university students: Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly

(If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)

<b>If unemployed</b>	Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)
<b>Marital status documents</b>	<ul style="list-style-type: none"><li>• If single: nothing else required</li><li>• If applicable Marriage certificate or</li><li>• If applicable Divorce decree/ custody decree or</li><li>• If applicable Birth certificate of children or</li><li>• If applicable Death certificate of spouse</li></ul>
<b>If minor</b>	<ul style="list-style-type: none"><li>• Application form and both declarations under 1-3 have to be signed by both parents</li><li>• Birth certificate</li><li>• Passport copy (biometric and address page) of the applicant's mother having custody/guardianship of the applicant.</li><li>• Passport copy (biometric and address page) of the applicant's father having custody/guardianship of the applicant.</li><li>• If one or both parents are not submitting the visa application with the child: copy of the visa of that parent</li><li>• If only one parent submits the application: proof of single custody of that parent either by submittal of the court ruling or submittal of the death certificate of the deceased parent Or (if both parents have shared custody) submittal of written and signed authorization letter of the parent non-present with passport copy (biometric and address page) – both certified by public notary</li><li>• If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;</li></ul>
<b>Information about biometric data</b>	<p>Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months</p> <p>Was the applicant excused from giving fingerprints for biometrics? If so, please specify why</p>
<b>Additional document if application is not submitted by the applicant directly</b>	Signed authorization letter for the travel agent or the representative Copy of passport of the person submitting the application

## Germany Business Visa Checklist

Documents	Description	Format
<b>Original Passport</b>	Valid passport (issued within the last 10 years and with at least 3 months' validity after the scheduled return); passports with observations regarding the front data page will not be accepted; passport must have at least two empty pages to affix visa	
<b>Copy of Passport Pages</b>	Copy of the biometric & address page of the passport	
<b>Photograph</b>	Min. 1 biometric passport picture (35×45mm white background, 70%-80% face coverage), not older than six months	

<b>Application form</b>	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.	
<b>Flight tickets</b>	Confirmed roundtrip ticket. Also includes, Reservations for internal transfer within Schengen states (flight, train itinerary or car rental)	
<b>Hotel Tickets</b>	Hotel reservations, rental of holiday home or campus residence reservation or If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host, confirmation of the third person with signature, proof of address and copy of passport or German ID card If the applicant is travelling to several Member States, proof of accommodation in each of them.	
<b>Applicant Cover Letter</b>	Personal covering letter/ Proof of intended means of transport and itinerary	<a href="#">Cover Letter Template</a>
<b>Appointment slip</b>	This needs to be carried on the day of appointment	
<b>Travel Insurance</b>	Overseas travel medical insurance that is valid for all Schengen countries and covers the entire duration of the Schengen trip as per your application, minimum coverage for medical expenses: EUR 30,000	
<b>Bank statement</b>	Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)	
<b>ITR</b>	Copy of income tax return + ITR V acknowledgment of last 02 financial years OR Form 16 (Certificate of Income Tax deducted at the source of salary)	
<b>If sponsored</b>	Proof of financial means if trip is sponsored by a third party a) if you are sponsored by an Indian resident <ul style="list-style-type: none"> <li>• Sponsor letter with a passport copy of the sponsor and</li> <li>• Sponsor's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) and</li> <li>• If sponsor is your spouse - marriage certificate or</li> <li>• If sponsor is your parent - birth certificate</li> </ul> b) if you are sponsored by a German/EU resident <ul style="list-style-type: none"> <li>• Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen) and</li> <li>• If provided: Verpflichtungserklärung (formal obligation letter) of your sponsor and</li> <li>• If sponsor is your spouse - marriage certificate or</li> <li>• If sponsor is your parent - birth certificate</li> </ul> c) if you are sponsored by a company in India in addition to point 7 & 8: <ul style="list-style-type: none"> <li>• Acknowledgement of the company's ITR Returns for the last three years (latest first, for example, 2022-2020)</li> </ul> d) if you are sponsored by a company in <ul style="list-style-type: none"> <li>• Germany Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in</li> </ul>	<a href="#">Sponsorship Letter Template</a>

Germany and not a German Citizen)

<b>If employed</b>	<ul style="list-style-type: none"><li>• Pay slips for the last three months</li><li>• Employment contract and</li><li>• Employers' statement on approval for holidays (Leave Sanction letter from applicant's company)</li></ul>	<a href="#">Employer NOC Template</a>
<b>If self employed</b>	<ul style="list-style-type: none"><li>• Certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India and</li><li>• Indian income tax return (ITR) acknowledgment for the last two assessment years OR Form 16 (Certificate of Income Tax deducted at the source of salary) and</li><li>• Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</li></ul>	
<b>Marital status documents</b>	<ul style="list-style-type: none"><li>• If single: nothing else required</li><li>• If applicable Marriage certificate or</li><li>• If applicable Divorce decree/ custody decree or</li><li>• If applicable Birth certificate of children or</li><li>• If applicable Death certificate of spouse</li></ul>	
<b>Invitation letter</b>	<p>Invitation letter from the business partner in German or English including the following information:</p> <ul style="list-style-type: none"><li>• What activities are planned</li><li>• What is the business relationship between the inviting and sending company?</li><li>• For consultancy services: a confirmation letter from the German client. - If the inviting company arranges for accommodation, they should confirm the same in their invitation letter.</li></ul>	
<b>Company Cover letter</b>	<p>In all cases in addition to the covering letter of the company in India:</p> <ul style="list-style-type: none"><li>• Certificate of Incorporation of the Company and</li><li>• GST Registration and</li><li>• Proof of Company Registration</li></ul>	
<b>Additional documents for applications of minor applicants</b>	<p>Application form and both declarations under 1)-3) have to be signed by both parents</p> <p>Birth Certificate</p> <p>Passport copy (biometric and address page) of the applicants mother</p> <p>Passport copy (biometric and address page) of the applicants father</p> <p>If one or both parents are not submitting the visa application with the child: copy of the visa of that parent</p> <ul style="list-style-type: none"><li>• If only one parent submits the application:</li><li>• Proof of single custody of that parent either by submittal of the court ruling or submittal of the death certificate of the deceased parent</li><li>• Or (if both parents have shared custody) submittal of written and signed authorization letter of the parent non-present with passport copy (biometric and address page)</li></ul>	
<b>Information about biometric data</b>	<p>Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months</p>	

submittal was within the last 36 months

Was the applicant excused from giving fingerprints for biometrics? If so, please specify why

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**Special remarks of the German mission for submittal of a Schengen visa application in the respective category**

- The start date of an exhibition / trade fair does not result in a preferred processing of the application.
- The regular Schengen visa fees apply. Exhibitors may be exempted from the visa fee only if the individual exhibitor pass is provided together with the application. Later submittal of the exhibitor pass will not result in an reimbursement of the visa fee. Holders of visitor passes are not exempted from the visa fees

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**Declaration Form**

- Signed declaration of True and Complete Information
- Signed declaration of travel with valid medical insurance

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**Additional Documents**

- Detailed schedule of your business meetings (ONLY for stays over 30 days)
  - If you have further appointments in the Schengen area: Signed invitation letter from the Schengen business partner on the company letterhead, mentioning purpose of travel and itinerary and personal data of the applicant
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## Germany Additional Information Required

Info

Details

**Are you visiting any other Schengen countries during your stay?**

**Check list of Schengen countries:** Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

**What is your first country of entry?**

**Check list of Schengen countries:** Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

**Have you been issued Schengen visa in the past 5 years?**

**If yes**, mention last visa start date and end date

**Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?**

**If yes**, mentioned Date of taking fingerprints and Visa number of last visa

**What is your marital status?**

**Pick one:** Single, Married, Divorced, Widowed, Unmarried Partner, Separated

**How long are you planning to stay in Schengen area?**

No. of days

**What is your employment status?**

**If Student**, mention: name of the Institution, Institute address, Institute address and Institute email

**If Employed**, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email

**If Unemployed**, mention last job role and last date of working

**If Self Employed**, mention: Job Title

**If Retired**, mention: Date of retirement

**If Other**, mention details on the other employment status

**Will someone else will be paying towards the cost of your trip?**

**If yes**, mention if it will be paid by

- 1) Friend/family
- 2) Employer
- 3) Any other company

Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying

