

Germany Visit-Visa

- ❖ **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 cannot be accepted) with at least two empty pages.
- ❖ **Application form:** be duly filled online from link <https://videx.diplo.de/videx/desktop/index.html#start>
- ❖ **2 Photographs.** Specifications, size 35 x 45 mm ,with a white back ground with 70-80% not older than 6 months,
- ❖ **Personal covering letter from applicant addresses to the Visa office German Consulate mentioning** with Entire travel plan. (itinerary)
- ❖ **Ticket Itinerary**
- ❖ **Travel Health Insurance:** (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted.)
- ❖ **If employed:**
 - Pay slips of the past 03 months / employment contract.
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR) form or Form 16
 - NOC :(No-objection) Leave letter from your company.
- ❖ **If self-employed / Businessman:**
 - Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR-V) 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 if applicable.
- ❖ **If student:**
 - NOC :(No-objection) Leave letter from your school or university.
- ❖ **For Minors:** - If travelling unaccompanied by parent, consent letter signed by both parents & applicant - Form signed by both parents - Copy of the parent passport's data page

If visiting relative :

- Proof of immigration status (Passport Copy, Visa copy and Resident Permit copy)
- Invitation letter and statutory declaration from inviter stating the relationship with the applicant be addressed to “The Visa Officer, German Consulate, Kolkata” must be duly signed by the invitee. (Sample letter attached)
- **Form 69 / Obligation Letter From Town Hall should be in original.**
- Accommodation Proof
- Financial documents of invitee as proof of employment, Income tax papers for last 3 years , Bank statements for 6 months , Last 3 months Salary slip if sponsoring

Processing Time: 7-10 workings days.

Jurisdiction: West-Bengal, Bihar, Jharkhand, Orissa, Assam, Manipal Arunachal-Pradesh, Meghalaya, Mizoram, Tripura, Sikkim and West-Bengal.

❖ **Please note**

- All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy. (A4 size)
- Please do not staple any documents. Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases.
- Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.