



**Requirements Visitor's visa**  
(Purpose: Visiting family/friends, tourism)

Please submit your application for a Schengen Visa to the representative of the country which is your main destination – considering length and purpose of your intended stay. If no such main destination can be ascertained, please contact the representative of the country of your first entry into the Schengen Area

**Required Documents:**

- 1 duly completed **application form**
- One recent **biometric passport picture** (colour)
- Original **Passport** and copy of Passport data page
- If applicable: Residence Permit (original + copy)
- Employees: **Proof of employment** (letter from employer) - original
- If you are self-employed: **Share certificate** (original + copy)
- Signed invitation **letter** from host with full address (original)
- **Host's passport** (copy).
- **Flight reservation** and travel itinerary
- **Hotel reservation** with full address for the entire stay in the Schengen States(s) or other bookings indicating the purpose of your stay
- **Proof of financial means:**  
Applicant's **bank statements** (last 3 months) – please also submit if funds are insufficient (original and copy or copy stamped by employer)

Employees: **Payslips** (last 3 months) – original + copy

**Marriage certificate** (original and copy) if expense of journey is covered by spouse (proof of spouse's financial means has to be included)

If funds are not sufficient:

**Formal declaration of obligation** - "Verpflichtungserklärung" (original + copy)

Please note: If applicant cannot prove adequate financial means, the host has to obtain a formal **declaration** of obligation ("Verpflichtungserklärung") from the German immigration authority or (if main destination is not Germany) host has to give proof of his/her financial means (e.g. bank statements, salary slips)

- **Travel health insurance:**  
Valid for the duration of the stay in the Schengen Area

Minimum coverage of EUR 30,000 and repatriation

Conditions must be stated on insurance document or on separate confirmation letter

Please note: Medical insurances connected to credit cards are not accepted

**Minor applicants:**

Both parents or the parent/person who has custody of the child have to be present upon application and sign the application form in the presence of the visa officer. If one parent has sole custody, adequate proof (court order) must be provided. If one parent cannot be present upon application, **original affidavit** (signed by Commissioner of Oaths) of absent parent is required.

**Birth certificate** (original + copy)

**Parents' passports** (copy)

If applicable: **Letter from school** confirming enrolment and intended period of absence

**Important:** Please also refer to the General Information Sheet regarding Schengen Visas if your main destination is Austria, Denmark or Sweden