**German Missions
 in the United States**

## SCHENGEN VISA CHECKLIST MAIL-IN FORM

**Family Name:**

**First Name:**

**Date of Birth (DD/MM/YYYY):**

**Passport-No.:**

### Please read and acknowledge the following (check the applicable boxes):

| | |
|---|---|
| ☐ | I have read the information regarding my trip at: https://www.germany.info/us-en/service/05-VisaEinreise |
| ☐ | I have verified that I am eligible for mailing-in of my Schengen visa application and certify that I live in the consular district of the receiving German Mission. I understand that an application drop-off is not possible. |
| ☐ | I am aware that visa applications should be submitted at least 20 days prior to the planned trip. |
| ☐ | I understand that I will not receive status updates during the process and that I should not submit status requests until at least 15 days have passed. |
| ☐ | I have filled out the application form and understand that no field or date/signature is optional unless specified in the form |
| ☐ | I have informed myself about the current fees in US-Dollars that are due at the time of submission of the application, payable by money order or cash only |
| ☐ | I understand that the German Mission does not assume any liability for the loss of documents submitted by mail. |

**The following list does not replace the list of required documents found on the German Missions website.**

**It serves only as a checklist of the documents included in the mail-in package.**

### Nr.     I have included the following documents in this order (check the applicable boxes)

1   Valid Passport (Its validity must exceed the duration of stay in Germany by **at least three months)**   ☐

2   Complete VIDEX application form including declaration and all singatures (https://videx.diplo.de)   ☐
*Your signature on the application form has to be notarized by a notary public*

3   1 passport picture (according to biometric specifactaions; may not be older than 6 month)   ☐

4   For minors: if traveling unaccompanied without parents, consent letter signed by parents/legal guardians as well as one copy of the parent(s) passport data page   ☐

5   Copy of my passport's data page   ☐

6   Copy of my US allien registration card (must be notarized by notary public) or valid US resident Visa   ☐
(*The US residence permit or visa should be valid at least three months beyond the intended departure from the territory of the Schengen Member States*)**.**

7   Proof of current residence address in the U.S.   ☐

8   Proof of employment/student/unemployment status   ☐

9   Invitation from Germany and/or other proof of travel purpose ☐

10   Formal obligation letter from Germany ("Verpflichtungserklärung") ☐

11   Travel/flight itinerary for entire duration of the trip ☐

12   Proof of accommodation for your stay in the schengen area ☐

13   Proof of travel health insurance in the schengen area ☐

14   Bank statements with checking accout activity (3 month) ☐

------------------------ **Additional documents I have attached (please fill in below )**-----------------------------

15   ☐

16   ☐

17   ☐

18   ☐

19   ☐

20   ☐

In individual cases, providing additional information may be requested.

**All documents need to be original and submitted in the given order, unless otherwise specified.**

I understand that the German Missions reserve the right to ask for additional documents. Submission of the above-mentioned documents does not guarantee that a visa will be granted. Incomplete applications cannot be processed and will lead to the refusal of the visa. I understand that whereas the possibility of submitting my application by mail exists,  it is possible that the German Consular missions may require that I come to their office in person to complete the  application.

I have enclosed the following amount: USD          Payment method:  ☐ Money Order ☐ Cash

Date:                                         Signature:_____