



Embassy
of the Federal Republic of Germany
Gaborone

Consular Section
Opening hours to the public:
Monday – Friday, 9.00 – 12.00
British High Commission Building
Plot 1079-1084
Queens Road, Main Mall
P.O. Box 315, Gaborone, Botswana
Tel.: (00267) 3704 900 / 3953 143
Fax: (00267) 3953 038
e-Mail: info@gaborone.diplo.de
Website: www.gaborone.diplo.de

GENERAL INFORMATION ON SCHENGEN VISAS (SHORT-TERM STAY)

(January 2020)

In order to ensure a speedy processing of your visa application, please read this information sheet carefully!

The German Embassy in Gaborone is in charge of visa applications from applicants who reside in Botswana and whose main destination in the Schengen Area (according to purpose and length of the intended stay) is Germany, Austria, Denmark, Estonia, Finland, Hungary, Luxemburg, Malta, Portugal, Sweden or Switzerland (see also last page for list of Schengen member countries).

A Schengen Visa allows the holder to travel freely in the Schengen Area up to 90 days per six months. Please note that despite having a valid passport and visa, you may be refused entry at the border if you are not in a position to provide proof of the purpose and conditions of your intended stay, financial means, health insurance etc. or otherwise do not fulfil the entry requirements.

The fee for a Schengen Visa is 80,00 Euros (from February 2nd, 2020), subject to exchange rate. The fee is payable in cash only.

Please note: The passport has to be valid for at least 3 months after the expiry date of the Schengen visa and has to have a minimum of two empty pages.

Please note: According to the Visa Codex, the processing time for visa applications is up to 15 days. It is, therefore, the applicant's responsibility to ensure a timely application and to make sure that the required documents are complete upon submission. Important: Do not submit your application more than 3 months before your intended date of departure! Each application must include all the required documents. Incomplete applications cannot be processed and you may have to return another time.

Please note: A visa application, together with all necessary documents, must be handed in in person. Please understand that documents sent by e-mail/fax/post will not be considered. The required documents can only be accepted in English or German language version. It is always at the Embassy's discretion to ask for further documents even though they are not explicitly mentioned in the requirement sheet.

Please note: Before submitting your application: Please make sure to retain a set of copies of all relevant documents and make sure that original documents (e.g. share certificate, letter of obligation) are handed back to you. Once the application has been submitted, subsequent requests for copies from your file cannot be considered.

Please note: In order to avoid time-consuming requests for additional information or documentation, please read the requirement sheet carefully. If you have any queries or feel that your case may not be covered, please contact the Embassy by e-mail (info@gaborone.diplo.de) well in advance of your travel dates for clarification.

Please note: Groups of more than 5 applicants need to make an appointment.

If a group of applicants travels together (same flight dates, accommodation etc.), make sure that each applicant submits the full set of documents (e.g. one invitation letter for the whole group cannot be accepted).

Important:

On the application form, please indicate your physical home address (not a P.O. Box or Private Bag)!

Sign the application form at the bottom of page 2! Sign the 3 declarations!

Do not attach the picture to the application form!

Please note: If, for example, a family travels together and one family member covers the expense of the trip, a respective letter as well as proof of financial means (bank statements, salary slips etc.) need to be added to each family member's application file.

Additional information for applicants whose main destination is

Austria: If you visit family/friends and cannot prove sufficient funds for the length of your stay, the host has to report to the local magistrate's office and obtain a formal obligation code (Elektronische Verpflichtungserklärung – EVE).

Denmark: Host has to complete additional forms VU1, VU2 or VU3 required by the Danish authorities. These forms can be obtained from the website of the Danish Immigration Service: <https://www.nyidanmark.dk>

Sweden: Please fill in additional forms required by the Swedish authorities.

The form "Family details" has to be duly completed by all applicants regardless of the purpose of their trip.

In addition, the "Questionnaire for visa applicants – Appendix A" has to be filled in for business trips **or** the form "Invitation" for applicants who wish to visit relatives or friends.

Note: The form "Invitation" has to be completed and signed by the host in Sweden and has to be sent to the applicant together with the host's civic certificate ("personbevis") and a copy of the passport/ID card.

The forms can be obtained from the following website: <http://www.migrationsverket.se>



The Schengen visa is valid for the following countries:

AUSTRIA, BELGIUM, BULGARIA, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBURG, MALTA, NETHERLANDS, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SWEDEN, SPAIN, SWITZERLAND

Please apply at the German Embassy if your main destination is:

<i>Germany</i> <i>Austria</i> <i>Denmark</i> <i>Estonia</i> <i>Finland</i> <i>Hungary</i>	<i>Luxemburg</i> <i>Malta</i> <i>Portugal</i> <i>Sweden</i> <i>Switzerland</i>
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Applicants who want to visit other Schengen member countries will need to apply at their respective nearest Embassy/Consulate.