

## NATIONAL VISA

### Students with an unconditional Admission Letter

#### for Bachelor or Master Studies in Germany

##### Eligibility to submit application at VFS Global with prior appointment

This checklist is for applicants who hold an **unconditional admission letter** („unbeschränkte Zulassung“) for **Bachelor or Master** studies in Germany.

Applicants who do not have an unconditional admission letter, such as those holding a conditional admission letter for Bachelor or Master studies or wish to pursue a preparatory or language course, or an admission test for a preparatory course/ Bachelor/ Master studies are required to check the relevant checklist on the [Embassy's website](#).

The Embassy is no longer directly accepting applications of those holding an **unconditional** admission letter for Bachelor or Master studies in Germany. Those applicants need to file their application in person at the VFS Global visa application centre in Jakarta, In return, VFS Global is not authorized to accept applications other than those holding an unconditional admission letter for Bachelor or Master studies in Germany.

**Please note that the further process is determined by your previous selection on the [Embassy's appointment waitlist](#). If your selection was incorrect, or if your situation has changed, you need to cancel your registration at the earliest, and register again with the correct information.**

If you are not sure of your German university admission status, please contact your university and re-confirm with them, whether or not your admission letter for Bachelor or Master studies in Germany is unconditional. Neither the Embassy nor VFS Global is in a legal position to advise you in advance.

##### Studying in Germany

The certificates from secondary schools in Indonesia (SMA/MA) do not immediately allow for studies in Germany. Prior participation in a preparatory course (“Studienkolleg”) and an assessment test (“Feststellungsprüfung”) are required for admission to German universities.

If you have already started or completed a university degree in Indonesia, eased admission conditions may apply. You can check online for more information on qualifications at [ANABIN](#), the information portal on recognition of foreign educational qualifications in Germany.

The Indonesian preparatory college (“[Studienkolleg Indonesia](#)”) in BSD-City, Tangerang collaborates with the “Niedersächsisches Studienkolleg” at Leibniz University Hannover. It offers preparatory courses in the fields of technology/engineering (T-course), economics (W-course) and medicine/natural sciences (M-course). The assessment test taken there is recognized by all universities in Germany.

The German Academic Exchange Service (DAAD) and its [branch in Indonesia](#) offer comprehensive information about studying in Germany, including the recognition of foreign educational qualifications.

The following language institutes issue recognized German language certificates:

Goethe-Institut, Österreichisches Sprachdiplom (ÖSD), ECL (from A2 onwards), TestDaF-Institut e.V. and telc GmbH.

German language requirements are also met with:

- DSH – German language test for university admission for foreign applicants
- TestDaF – Test German as a foreign language
- German Abitur (e.g. by the German International School Jakarta)

### General information on your application proceedings

- Documents which are not in German or English must be submitted together with a recognized German translation.
- Incomplete applications have no chance of success and are bound to be rejected. If your application documents are incomplete, please do only register for an appointment, once you have all necessary documents ready.
- Certificates, diplomas or the like must be submitted as originals (to be returned after the application proceedings) after application.
- During the Embassy's application process, the competent aliens' authority in Germany is to be consulted and generally needs to send a statement.
- Please note that the standard processing time is approx. 8 weeks. In individual cases, it can be longer.
- Flight reservations/bookings are not required for your visa application.
- The Embassy reserves the right to request additional documents at any time.
- Please refrain from status inquiries during the standard processing time. You may check your application's status on the [VFS Global website](#).
- VFS Global is forwarding your application to the Embassy for processing. VFS Global does not have any influence on the decision of your application.

<b>DOCUMENTS TO BE SUBMITTED</b>	<b>Original</b>	<b>Copy</b>
<b>1. <a href="#">Application form</a></b> Fully completed in German or English language through VIDEX application form, both printed and signed by the applicant	1	0
<b>2. <a href="#">Contact Consent Form</a></b> printed and signed by the applicant	1	0
<b>3. Passport:</b> <ul style="list-style-type: none"> <li>• Valid for at least 15 more months</li> <li>• Signed by the bearer</li> <li>• At least 3 empty visa pages</li> </ul>	1	1
<b>4. <a href="#">Two recent photographs:</a></b> Please fix one passport photograph onto the upper right corner of the application form and add one more passport photograph loosely to the application. Photograph's requirement as follows: <ul style="list-style-type: none"> <li>• White or light grey background</li> <li>• Size 3,5 x 4,5 cm</li> <li>• The face should cover at least 80% of the picture</li> </ul>	1	0

<p><b>5. Birth certificate.</b> Indonesian documents must already contain appropriate proof (<a href="#">apostille</a>) and be translated at the time of the visa application. For documents from other foreign countries, a confirmation of authenticity (legalisation or apostille) and a translation into German is required. Original + 1 copy If your name is different on your birth certificate and your current passport, you must provide appropriate proof (e.g. "endorsement" of the name in your Indonesian passport or court judgement with apostille confirming the name change, etc.).</p>	1	1
<p><b>6. Motivation letter</b> (in German or English) Containing details about the intended studies in Germany (reasons for choosing the subject, the university and Germany)</p>	0	1
<p><b>7. Curriculum vitae (CV)</b></p>	0	1
<p><b>8. Unconditional admission letter by a German university for Bachelor/Master studies</b> Only <u>unconditional</u> admission letters ("unbeschränkte Zulassung") for Bachelor Master studies in Germany are accepted. The following details must be confirmed by your university either in the admission letter or by a separate, personalized confirmation letter:</p> <ul style="list-style-type: none"> <li>• Language of instruction for the Bachelor/Master studies</li> <li>• Last date of enrollment/arrival in Germany</li> </ul>	0	1
<p><b>9. Proof of financial means for the first year of study</b></p> <ul style="list-style-type: none"> <li>• Student blocked account of at least 992,- Euro net per month or</li> <li>• Formal obligation letter <u>issued in Germany</u>, less than six months ago (for the purpose of "Studium" and with the remark "Bonität nachgewiesen") or</li> <li>• Scholarship from Germany (e.g. DAAD) or EU (e.g. Erasmus) of at least 992,- Euro net per month</li> </ul>	0	1
<p><b>10. Tuition fees (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Applicants are required to present proof of payment confirmation from the university regarding paid tuition fees for the first year of study, if the Bachelor or Master studies are not pursued at a public German university. Regular semester contributions to public German universities do not need to be proven.</li> </ul>	0	1
<p><b>11. Proof of recognized qualification (with translation):</b> Usually, foreign degrees require a legalization or an Apostille, along with a translation. Indonesian degrees require an <a href="#">Apostille</a> &amp; a translation (when the visa application is handed-in).</p> <ul style="list-style-type: none"> <li>• <b>For graduates S1 (Sarjana):</b> Sarjana 1 (Diploma 1), certified by the deans of the faculties of the university Transcript Nilai (marksheet), certified by the deans of the faculties of the university <a href="#">Anabin</a> printout along with an accepted result of "equals" or "equivalent" or</li> <li>• <b>For SMA (Sekolah Mengengah Atas) graduates:</b> Ijazah/STBB (SMA Diploma) with copy certified by school SKHUN/NEM (certificate of having passed the secondary school leaving examination) along with a certified copy by the school 3rd grade SMA certificate with a copy certified by the school or</li> <li>• <b>For graduates D III (Diploma III):</b> SMA documents and additional</li> </ul>	1	1

<p>Diploma III, certified by the deans of the faculties of the university Transcript Nilai (list of grades), certified by the deans of the faculties of the university</p> <p><b>Furthermore, if applicable for your unconditional university admission:</b></p> <ul style="list-style-type: none"> <li>• Marksheets of previous university studies along with awarded degree (e.g. Bachelor)</li> <li>• Result of assessment test (“Feststellungsprüfung”)</li> </ul>	<p>1 1</p>	<p>1 1</p>
<p><b>12. Language certificate</b></p> <ul style="list-style-type: none"> <li>• Proof of German language proficiency (at least B1 or higher, depending on your university), if the studies are in German. Please refer to the <a href="#">Embassy’s website</a> for accepted language certificates. Certificates may not be older than 12 months at the time of application</li> <li style="text-align: center;">or</li> <li>• Proof of English language proficiency (TOEFL/IELTS) as per the university’s requirement, if the studies are in English. Certificates may not be older than 12 months at the time of application</li> <li style="text-align: center;">or</li> <li>• Personalized confirmation by the university that the language requirements have been deemed sufficient during the admission process</li> </ul>	<p>1 1 0</p>	<p>1 1 1</p>
<p><b>13.</b> All school and university certificates (including primary, middle and high school). Indonesian certificates must already contain a corresponding verification (<a href="#">apostille</a>) and be translated at the time of visa application. For documents from other foreign countries, a confirmation of authenticity (legalisation or apostille) and a translation into German are required. Original + 1 copy. If your name differs in the certificate and your current passport, you must provide appropriate proof (e.g. "endorsement" of the name in the Indonesian passport or court judgment with an apostille confirming the name change, etc.)</p>	<p>1</p>	<p>1</p>

**The Embassy reserves the right to request additional documents during the process**

REMARKS to be filled in by VFS staff (please tick what is relevant):

Applicant has  NO Schengen Visa  Previous Schengen & National Visa (please attach copies)

Applicant’s documents are  complete  NOT complete

Due to incomplete documents,  Applicant has been informed of option to withdraw application as to avoid refusal.

Applicant wishes to submit application.

Other remarks:

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**SIGNATURES and AGREEMENT**

a) For Visa Applicant: I HAVE READ AND AGREED TO THE ABOVE FOR THE VISA APPLICATION.

b) For VFS Staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

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City and Date

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(Signature of Applicant)

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City and Date

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(Signature VFS Staff)