



Airport Transit Visa

Last update: June 2024

General information:

- If the applicant flies via **Germany**, to get to the final destination, an airport transit visa (A) might be needed. The German Embassy in Windhoek also represents various other Schengen countries, please check our website for the updated list.
- The vast majority of travelers (for example Namibian citizen) do not need a visa when air transiting through Germany. Entry clearance requirements depend on the citizenship, the resident status of the applicant and the country where the stopover occurs.
- Please visit the [Website of the German Foreign Ministry](#) for additional information.
- Important note: If there is a need to enter the Schengen area, a Schengen Visa (C) is required (please see checklist for a **Tourism visa**).
- Please note that the application has to be submitted **personally** and only **by appointment at the German Embassy**. It cannot be submitted earlier than 6 months before the date of travel.
- The application will usually be **processed within 15 days** upon submission of the complete visa application. Therefore, applicants are strongly encouraged to apply well in advance of their actual travel dates.
- If the travel date is imminent or lies within two weeks of the application date, please postpone the trip. In general, the German Embassy is not able to expedite the process.
- The **visa application fee** is the equivalent of EUR 90. This non-refundable fee is payable in cash in NAD or by credit card when applying.
- Each applicant must submit a **separate and complete** set of the documents.
- **Original** documents must be submitted with **1 simple copy**.
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)
- For **minors (below 18)**, generally both parents / legal guardians must apply in person (with the child) and must sign the application form personally at the German Embassy in Windhoek on the booked appointment, IDs of the parents and must be presented in original plus one simple copy. The unabridged birth certificate needs to state the name(s) of the parents and must be presented in original plus one simple copy.

Please read the following checklist, fill in the application form completely and provide the original documents plus 1 simple copy (only complete applications can be processed!)

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- 1 duly completed **visa application form** for a Schengen visa (short-term stay)
 - please open the **online** application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
 - **fill it in** fully and correctly in English or German
 - **download** the completed form as a PDF-file, then
 - **print it** (should be 7 pages including a barcode on the last page)
 - date and sign it
- 1 **recent passport photograph** according to biometric specifications
- **Original passport** or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a copy of **a)** the passport data page, **b)** previous Schengen visas within last 3 years and **c)** valid USA/UK visas if available.
- For non-Namibian citizens: **Original** proof of legal residence in Namibia, which allows reentering Namibia upon the end of the journey (if applicable).
- A **quotation** for a round-trip airline ticket with the applicant's name (no final booking needed).
- **Original** proof of the applicant's **living circumstances** (employment/school/university letter, bank statements etc.) in Namibia (in case of a round-trip) or the country of destination (in case of a one-way trip)

Examples: An original letter from the applicant's employer, stating the details of the applicant, employment duration, designation, income, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all expenses.

Students must provide proof of enrolment at an educational institution. An original letter from the school, signed and dated (with permission of absence or confirmation of school holidays) is necessary.

Other proofs of **living circumstances** (title deed, lease contract etc.) may be requested (For example: Pensioner shall also provide proof of pension).