



General Information sheet for a SCHENGEN VISA

1. Basic information (also application form) can be found on our website here: <https://kigali.diplo.de/rw-en/service/05-VisaEinreise>
2. The German Embassy is only responsible for processing your visa application if your main destination is Germany, your residency is in Rwanda and you are not a Rwandan.
3. Schengen visas are issued for short-term stays for a particular purpose. They allow people to stay in the Schengen area for up to 90 days for a six-month period.
4. It is advised to **apply well in advance** (at least 1 month before your intended travel date)! It might take up to an average of 15 days to process your Schengen visa application. The German Embassy cannot expedite the process.
5. **Processing time is as a rule 2 weeks.**
6. Submission of false documentation or incorrect information will result in a refusal of your application and possibly even a travel ban to Germany and all other Schengen States. Submission of incomplete documentation can result in a refusal of your application. The German Embassy reserves the right to ask for additional information at any time during the process whenever deemed necessary. In the case of documentation being sent by mail, email or fax which has not been explicitly requested, this documentation will not be added to an existing application and will not be held until an application might be made. All relevant information pertaining to the visa application process can be found on our website
7. Documents not in the English, German or French language must be submitted with a certified translation into one of these languages.
8. Certificates, diplomas, etc. **must be presented in the original** eventually with apostille/legalization. Please contact the German Embassy of the country where the certificate has been issued. Your original documents will be returned to you once your application has been processed.

9. The mission abroad reserves the right to request further documents.
10. Missing documentation delays the procedure and can result in your application being rejected.
11. Guarantees for return: the applicant is requested to provide as much information as possible to explain her/his family background, status, ownership.
12. Please **do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.