

GERMANY VISA REQUIREMENTS:



APPOINTMENT PROCEDURE:

- Set an appointment online thru their website : www.manila.diplo.de
- Choose "The Embassy"
- Click "address, office hours , contact number"
- Choose "Visa procedure and forms"
- Click "Online appointment System"
- Visa (continue)
- Schengen (continue)
- Schengen (continue)
- Please enter the text you see in the picture above (continue)
- Please select a date
- Book Appointment
- LAST NAME
- FIRST NAME
- EMAIL
- REPEAT EMAIL
- PASSPORT NUMBER
- PHONE
- Please enter the text you see in the picture above
- SUBMIT
- Print the Pdf file that will be provided after choosing an appointment date

GENERAL REQUIREMENTS FOR TOURIST VISA:

1. **Your identity as a traveler:** Your original passport, which must be valid for at least another months upon the conclusion of the travel and must contain two empty pages and one Xerox copy of the passport, and further valid /invalid passports, and One current passport picture (for picture format see Information about passport pictures).
2. **Your Visa application form:** One fully completed application form signed by your own hand and completed by you online (<https://videx.diplo.de>)
3. **Your purpose of travel:** Details regarding the travel destination and travel route, and Details regarding the means of travel for the outward - and return journey (details regarding the airline) no flight ticket needed and Hotel-voucher or confirmation of the hotel / guest house that the accommodation has already been paid for.
4. **The financial coverage of the cost of your travel and stay** Statements of your account(s) for the previous six months, with a confirmation by the **bank Address:** 25/F Tower 2 RCBC Plaza 6819 Ayala Avenue, 1200 Makati City Metro Manila, Philippines.
5. **Your travel health insurance:** Travel health insurance, which is valid for all Schengen-States and the full duration of stay for which the visa is applied for, with a minimum coverage sum of 30,000 Euros. Philippine insurances must be accredited and given in the original with a Xerox, German insurances are accepted as a Xerox, Fax or scan.



6. Your rootedness in the Philippines:

- **If you are employed:** Proof of your employment, most recent income tax return, certificate of employment (including your employer's full name, complete address and telephone number with area code details regarding your position or professional designation, income, duration of the working relationship); letter of approved leave of absence signed by your employer or
- **If you are self-employed:** proof of registration and commercial activity of your company in the Philippines, income tax returns, bank certificates, documents of the company accounts or other.
- **If you are a pupil/student:** School certificate / University certificate; proof of enrollment (for students), **if applicable:** letter of exemption from studies and If you own real estate property, original land title, deed of sale.

7. Additional documents for children below age 18:

- o Personal appearance of both parents (if residing in the Philippines) during submission of the visa application with valid ID (passport or driver's license)
- o Original Birth Certificate of the child, issued by the Philippine Statistics Authority (PSA – former NSO) on Security Paper (SECPA)
- **If traveling without both parents:** Declaration of consent by the legal guardian(s), signed in front of a German consular officer as well as Passports of the legal guardian(s) (original and Xerox copy of the data page) or Proof of legal custody (for minors with parents whose marriage was dissolved/ annulled) or Death certificate of the other parent and Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information.

The according proof should be carried along and submitted to the border control. *If the person(s) having care and custody of the child is resident abroad, a declaration of consent, given before the responsible German (honorary-) Consul must be submitted. If the person(s) having care and custody of the child live(s) in Germany, this declaration must be given before a German Notary public or the responsible aliens authority (Ausländerbehörde).

APPOINTMENT & WITH APPEARANCE

PROCESSING FEE:	PHP 6,500.00 (Price are subject to change without prior notice)
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VISA PROCESSING TIME: Approx. 5 working days / It depends the consulate

NOTE:

The Embassy reserves the right to ask for additional documents from the applicants. Information on visa applications can only be provided by the embassy.

IMPORTANT REMINDERS:

- o Please submit complete documents to avoid delays in processing.
- o Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- o Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.





German Embassy – Manila

25/F Tower 2, RCBC Plaza 6819 Ayala Avenue (cor Sen. Gil Puyat Avenue) Makati City
Metro Manila, Philippines

Telephone: (632) 702-3000

Fax: (632) 702 3015 / 702-3045 (Visa Section)

General visiting hours (including passport section, general consular matters): Monday to Friday
from 8:00 to 11:00 hours.

Office Hours: Monday to Thursday from 7:30 to 15:30 hours and Fridays from 7:30 to 13:30 hours.

(All times are Philippine local time)

VISA APPLICATION



ISSUED: JULY 2017