



## SCHENGEN VISA - Visit for NON - Qatari nationals

### I. DOCUMENTS TO BE SUBMITTED

		<b>Submitted</b>
1a	<b>VIDEX Application form – available online <a href="https://videx.diplo.de">https://videx.diplo.de</a> free of charge</b> <ul style="list-style-type: none"><li>Fully completed in English or German and personally signed and dated by applicant</li></ul>	
1b	<b>For minors below the age of 18</b> <ul style="list-style-type: none"><li>The visa application form must be signed by both parents</li><li>A form “letter of consent” signed by the parents/legal guardian must be attached</li><li>Passport copies of parents/ legal guardian</li><li>Birth certificate with an English translation</li></ul>	
2	<b>General instruction form</b> <ul style="list-style-type: none"><li>Personally signed and dated by the applicant</li></ul>	
3	<b>Passport</b> <ul style="list-style-type: none"><li>Validity of a minimum of three months from the date of expiry of the requested Visa</li><li>Signed by passport holder</li><li>Passport not older than 10 years (issued within the last 10 years)</li><li>A minimum of two blank pages to be used for visas</li><li>Previous passport if applicable</li><li><b>IMPORTANT:</b> valid Qatar residence permit (minimum validity up to return to Qatar)</li></ul>	
4	<b>One recent biometric passport sized photograph (3.5x4,5 cm)</b> <ul style="list-style-type: none"><li>Must <b>not</b> be older than 6 months with bright background and frontal view of the face</li><li>Digitally altered passport Photos cannot be accepted</li><li>Do not glue or staple the photos to the application form</li></ul>	
5	<b>Photocopies</b> <ul style="list-style-type: none"><li>1 copy of passport pages with personal data and signature of passport holder</li><li>1 copy of Qatari residence permit</li><li>Copies of previous Schengen visa</li></ul>	
6	<b>Overseas medical insurance</b> <ul style="list-style-type: none"><li>Only insurance companies authorized by the German Embassy Doha are accepted</li><li>Valid for entire duration of period of first stay and valid for all Schengen states</li><li>Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted)</li></ul> For multiple entry visas: a signed form ‘Declaration on Travel Health Insurance’ must be submitted	
7	<b>Flight reservation</b> <ul style="list-style-type: none"><li>Valid &amp; confirmed flight reservation</li></ul>	
8	<b>Letter from local employer/sponsor (not older than one month) must include</b> <ul style="list-style-type: none"><li>Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration</li><li>Name, postal address, telephone number, position of employee</li><li>Salary income of applicant</li><li>Attached copy of Company Registration/computer card showing legal representative(s)</li></ul>	
9	<b>Verification of purpose of visit:</b> <ul style="list-style-type: none"><li><b>Original and duplicate of formal obligation, signed at the foreigner’s office by the host in Germany</b> with guarantee to cover <b>all</b> costs of applicant during his/her stay in Germany in accordance with §§ 66-68 of the Law of residence (formal obligation must not be older than 6 months from the date of application) sent directly to applicant; <u>and /or</u></li><li><b>Personalized original invitation letter from the host in Germany/Schengen</b> incl. full address of host and applicant’s purpose of visit <u>and</u></li><li>Passport copy of host in Germany/Schengen State and copy of his/her residence permit for Germany/Schengen State if applicable</li></ul>	
10	<b>Proof of financial means of applicant</b> <ul style="list-style-type: none"><li>Original stamped and signed personal bank statements with salary income (minimum last 3 months and not older than 2 weeks from the day of submission)</li></ul> <b>NOTE:</b> In case financial means are provided by a relative in direct line (parent/child) or spouse, please submit birth certificate or marriage certificate with an English translation to prove the relationship	

11	<b>Accompanying domestic workers:</b> <ul style="list-style-type: none"> <li>• Stamped original and copy of employment contract registered with the competent Qatari labor authorities</li> <li>• Duly filled out letter of guarantee signed by sponsor</li> <li>• Passport copy of sponsor and copy of his/her Schengen Visa</li> </ul>	
----	--	--

**II. REMARKS to be filled out VFS staff (please tick what is applicable):**

- ✓ Applicant travels
  - alone
  - with family member/s
  - with a group as .....(please specify e.g. colleague, escort, sponsor)
  
- ✓ Applicant's documents are
  - complete
  - NOT** complete - applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application
  - NOT** complete - applicant will submit missing documents within 48 hours to VFS
  
- ✓ Applicant's travel date is less than 15 days
  - no
  - YES** - applicant has been informed about the processing time and that he/she might not be able to travel to the intended date

Remarks: .....

.....

.....

**III. SIGNATURES and AGREEMENT**

a) for Visa Applicant:  
 I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE

.....  
 City and Date (signature of applicant)

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

.....  
 City and Date (signature VFS Staff)