



February 2012

Applications for Visa for Guest Scientists and Visiting Scholars (short stay up to 90 days)

Dear Applicant,

thank you very much for your interest in visiting the Federal Republic of Germany as a Guest Scientist or Visiting Scholar. The following information is meant to explain the process for the appropriate visa application.

All foreign nationals who wish to visit Germany as a Guest Scientists or Visiting Scholar require a visa prior to their departure. Applicants residing in Andhra Pradesh, Tamil Nadu or Pondicherry have to submit their respective visa applications to the Consulate General of the Federal Republic of Germany in Chennai. Please note that the place of issue of your passport is of no relevance in this regard.

In order to start the application process, please contact any of the German Application Centers in Chennai, Puducherry and Hyderabad managed by "VFS Global Services Pvt. Ltd". Please note that you are required to present a complete set of application documents there for a preliminary check.

After the document check an **appointment for the mandatory visa interview** in the German Consulate General in Chennai will be scheduled. **Frequent travellers (a)** holder of at least two Schengen Visas issued within the last 24 months **or b)** holders of Schengen visas with validity of one or more years **and** have used the visas within the last 24 months) may submit their applications via an Application Center without scheduling an appointment for a visa interview. This option, however, is not available for first time applicants or applicants with a recent reject from any German Mission. Applications may not be submitted by courier, regular post, fax or e-mail. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de for further information.

For its services "VFS Global Services Pvt. Ltd" is charging a service fee of 607 Rupees (incl. taxes) per application. This fee is not related in any way to the visa fee itself.

After receipt of your visa application the German Consulate General will decide if your application meets the basic criteria for a Guest Scientist or Visiting Scholar Visa. In this case your application will be processed within 2 working days. Only in single cases the competent German Immigration Office will be contacted in order to give its necessary approval. In these single cases the visa application process might take 8 to 12 weeks.

The visa fee (60 €) has to be paid in Rupees by **Demand Draft** in the name of the "Consulate General of the Federal Republic of Germany, Chennai" on the day of application. The Demand Draft must be payable in Chennai and may not be older than two months. Only Demand Drafts from the Indian Bank, Canara Bank, RBS or Deutsche Bank will be accepted. Demand Drafts with incorrect amounts will not be accepted. Fees cannot be paid in cash. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de in order to find out the current amount of the visa fee in Rupees. Please note that the visa fee is **not refundable**, even when the visa is refused.

In order to ensure that your application can be processed without delay, please submit the following mandatory documents:

- valid **Passport** (issued within the last 10 years) at least 3 months validity after return and two empty pages
- **2 Passport Pictures** according to biometric specifications, 1 attached to each application form, 1 loose (For further details regarding biometric specifications of photos please refer to the German Consulate General's homepage at www.chennai.diplo.de)
- **Demand Draft** for Visa Fee
- **Schengen Visa Application Form** (Please ensure that you signed the form and added your complete Indian address incl. pin code and Tel./Fax/e-mail under your signature.)
- **Declaration on True and Complete Information**, signed and dated
- **Declaration on Travel Health Insurance**, signed and dated
- your **Cover Letter** explaining the reason for your visa application (original, no copy)
- **Letter of your Employer**, confirming employment, salary, travel plan and coverage of travel costs (original)
- **Letter of inviting organisation**, in German language confirming invitation and coverage of travel costs / Travel Health Insurance – if applicable (original, no copy)
- your recent **University / Degree Certificates** (minimum Masters Degree, Original and A4 sized copy of both sides)
- **Flight reservation, also indicating travel within the Schengen Area (tickets are not necessary)**
- **Travel Health Insurance**, validity has to match travel dates (longer validity is recommended)
- **Copy of your passport's data pages** (A4 sized copy)
- **Demand Draft** for visa fee - if applicable

If applicable:

- **Confirmation of Scholarship**

All required forms / declarations as well as this information sheet may be downloaded from the visa page of the German Consulate General's homepage at www.india.diplo.de.

Please note that the German Consulate General reserves the right to ask for additional documents in single cases. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview will lead to a reject of your visa application.

Even though a visa might have been granted, Border Control Authorities at the port of entry reserve the right to deny entry into the Federal Republic of Germany. Once a visa has been issued, the purpose of the trip may not be altered.