



February 2012

Applications for Schengen Tourist Visa

Dear Applicant,

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

A Schengen Visa entitles the holder to an accumulated **stay of up to 90 days within a period of six months** for **business and tourism purposes** and is valid for **Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland (Schengen Area)**. The implementation of the Schengen Convention constitutes a major progress towards the free movement of persons. Travellers and residents of the member states have access to the Schengen Area with a single visa or residence permit. The abolition of the internal borders of the Schengen States, however, warrants strict control at the external borders of the Schengen Area.

Please submit your application for a Schengen Visa to the Embassy/Consulate of the country which - considering the length of your intended stay - is your **main destination** among the countries listed above. If no such main destination can be ascertained, please contact the Embassy/Consulate of the country of your **first entry** into the Schengen Area.

If your main destination is Germany **and** you are residing in Andhra Pradesh, Tamil Nadu or Pondicherry, you have to submit your visa application 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.

The German Consulate General in Chennai will also accept applications for tourism purposes from travellers with main destination in **Norway and Iceland**. For travel with training, scientific or work purposes and for residence permits please contact the Embassies/Consulates of the above mentioned countries directly.

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.

The German Consulate General requires approximately two working days to process your visa application. In some cases, however, we might need more time due to the necessary involvement of German and/or Schengen authorities. We, therefore, would appreciate it very much, if you could apply for your visa at least 4 weeks prior to your intended date of departure.

The **Visa Fee** for a Tourist Visa is € 60,-. The fee for children between 6 and 12 year is 35 €. Visa for children younger than 6 years, students and teachers accompanying a group of students in the context of a study or training tour will be free of charge. The visa fee 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 general documents:

Address:
No. 9 Boat Club Road
Chennai 600 028
India

Post:
P.O. Box 3110
Chennai 600 028
India

Telephone:
0091-44-2430 1600

Telefax:
0091-44-2434 9293
Telefax Visa Section:
0091-44-2434 9495

E-Mail:
visa@chenn.diplo.de
Website:
www.chennai.diplo.de

- **Passport** (issued within the last 10 years) with at least 3 months validity after return and two empty pages
- **2 Passport Pictures** according to biometric specifications, 1 attached to the 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)
- **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** with your letterhead mentioning complete personal address, phone/fax numbers and/or e-mail-address as well as describing his/her exact purpose of stay in the Schengen States (original, no copy)
- **Letter of your employer**, confirming employment, salary and sanctioned leave (original, no copy)
- if self-employed: **official documents about your own business / Company's Registration Certificate** (A4 sized copy)
- **Itinerary of organized tour** for entire stay in the Schengen Area - if applicable
- **Letter of inviting person**, mentioning purpose and duration of stay, if applicable
- **Copies of Passport and residence permit** (if applicable) of inviting person
- your **Marriage Certificate** (A4 sized copy) - if applicable
- **flight reservation**, also indicating travel within the Schengen Area (tickets are not necessary)
- **confirmed hotel booking** showing the complete hotel address, phone/fax numbers and/or e-mail-address, if applicable
- **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

In addition to the above mentioned general documentation, it is mandatory to provide proof that you have **sufficient funds** for the proposed trip. You should, therefore, provide as much evidence as possible, including the following:

- **Bank statement of applicant** with transactions (last 6 months, A4 sized copy, statement must contain account number and complete bank contacts)

or

- **Formal Obligation Letter** ("Verpflichtungserklärung") according §§ 66-68 AufenthG.
If inviter is not a German citizen: A4 sized copy of inviter's passport incl. his/her valid residence permit

If applicant is a minor:

- **Birth Certificate** (original and A4 sized copy)
- **Letter of School** confirming current school admission and sanctioned leave of absence (original, no copy)
- **Consent Letter** from both parents regarding child's travel (original, no copy)
- A4 sized copy of **Parents' Passports**
- **Death Certificate of parent(s)** - if applicable (original and A4 sized copy)
- **Court Order** regarding child's custody - if applicable (original and A4 sized copy)

If applicant is retired:

- **Bank statement of applicant** with transactions (last 6 months, A4 sized copy, statement must contain account number and complete bank contacts) or any other documents providing **information about your financial situation** (e.g. property documents, pension payment order)

and

- **Formal Obligation Letter** ("Verpflichtungserklärung") according §§ 66-68 AufenthG.
If inviter is not a German citizen: A4 sized copy of inviter's passport incl. his/her valid residence permit

If applicant holds an Indian "Identity Certificate" (yellow passport):

- re-entry permit issued by the Indian Government

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.**