

## Application for a Schengen Visa (tourism, visit, business)

As of March 1995 Philippine nationals and nationals of certain other countries travelling to any one or more of the Member States of the Schengen Convention on **business** or as **tourists** may receive a **visa for a short stay of up to 90 days** which is **valid for all the following countries** (Schengen Area):

**Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden, Switzerland**

The implementation of the Schengen Convention constitutes a major progress towards the free movement of persons. Bona fide travellers and residents will have access to all Schengen States 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 note:

- (1) An application for a visa and submission of all required documents does not confer on the applicant the right to obtain a visa.
- (2) Once a visa has been issued, the **purpose of the visit** cannot be altered.
- (3) Even where a visa has been granted, Border Control Authorities at the port of entry still have the right to deny access to the Schengen Area.
- (4) The application for a Schengen Visa must be submitted to the Embassy of the country which, considering the purpose and/or the length of the traveller's intended trip, is the **main travel destination** among the states listed above. If no such main destination can be ascertained, contact the Embassy of the country of your first entry into the Schengen area.
- (5) Applications can only be accepted from residents of the **administrative district** of the German Embassy Manila: the Philippines, Marshall Islands, Micronesia and Palau
- (6) The Embassy reserves the right to request **further documents** to facilitate the visa issuance
- (7) Holders of the new Philippine **machine readable passport** must pick up their visa personally to sign it in the Embassy if the new passport does not contain the respective holder's signature

### Documents to be submitted (Original + 1 Xerox copy):

- (1) **Application form** duly completed (including date and signature of applicant)
- (2) **2 recent passport photographs** with applicant's full name and birth date written on the back (see attached guidelines for photograph format; one picture glued to the form, one loosely attached)
- (3) **Valid passport** (valid for at least 3 months after expected date of return; passport must not be damaged) and **Xerox copy** of the applicant's passport (pages containing data and Schengen-Visas)
- (4) for a visit (family, friends):  
**Original Affidavit of support ("Verpflichtungserklärung")** according to § 66-68 of the German Residence Law, certified by the competent Aliens Authority ("Ausländerbehörde") in Germany  
**Proof of relationship with relative in Germany: Birth certificate** on security paper (SECPA) from the National Statistics Office (NSO) of applicant and relative in Germany; **Marriage Contract** of applicant's relative in Germany (if married in the Philippines: on security paper issued by National Statistics Office (NSO); if married in Germany: Xerox copy or fax copy sufficient)  
for tourism:  
**confirmed hotel reservation and proof of funds** covering a minimum amount of €60,- (or equivalent) per day  
**Round-trip confirmed flight reservation and complete itinerary (NOT airline ticket)**  
for business:  
**Invitation letter in German language of the business partner in Germany** stating complete name, date of birth and/or passport no. of applicant; by fax directly from Germany to German Embassy  
**Confirmed hotel reservation** stating complete name, date of birth and/or passport no. of applicant  
**Proof of funds** covering a minimum amount of € 60,- (or the equivalent) per day (see also page 2)  
**Letter of guarantee from the company in the Philippines**
- (5) **Proof of health insurance** valid for all Schengen States (not required for Spouses and children of EU nationals) covering an amount of € 30.000 in case of illness, repatriation and/or accidents and accredited by the Schengen-Embassies in Manila (please check accreditation with insurance provider or with Embassy)

- (6) **Security questionnaire** (can be obtained at the Embassy reception area and from the website)
- (7) **Previous passports** (if available)

### For employees

*in addition to 1+2+3+4+5+6+7:*

- (8) **Proof of funds** for example **Bank certificates and Bank statements** of the last 6 months
- (9) **Income tax return (ITR)**
- (10) **Certificate of employment** stating position, salary and number of years of service
- (11) **Approved leave of absence** signed by employer
- (12) **Proof of funds of the company** bank statements of the last 6 months
- (13) **Income Tax Return (ITR)** with financial statements of the company

### For self-employed

*in addition to 1+2+3+4+5+6+7:*

- (8) **Bank statements** of the last 6 months
- (9) **Business registration / permit, Income Tax Return** of the business;  
if business is renewed: **original business permit**
- (10) **Proof of funds of the company** bank statement of the last 6 months
- (11) **Income Tax Return (ITR)** with financial statements of the company

### For spouses of German nationals

*in addition to 1+2+3+6+7:*

- (8) **Marriage certificate** on security paper (SECPA) from the National Statistics Office (NSO);  
if marriage took place in Germany: Xerox copy or fax copy is sufficient
- (9) **Proof of Residence permit** (e.g. copy of ACR card) of the German spouse if resident in the Philippines

### For applicants below 18 years of age

*in addition to 1+2+3+4+5+6+7:*

- (8) **Certified affidavit of parental or guardian's consent** if applicant is below 18 years of age
- (9) **Birth certificate** on security paper (SECPA) from the National Statistics Office (NSO)
- (10) **School/University attendance statement** which proves that applicant's leave is granted
- (11) If travelling without parents: Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information  
**Please note: Both** parents of a minor residing in the Philippines must appear personally at the Embassy for the submission of the visa application, with valid IDs (passport or driver's license)

### For students

*in addition to 1+2+3+4+5+6+7:*

- (8) **School/University attendance statement** which proves that child's/student's leave is granted
- (9) **Statement of profession of parents and documentation of their financial situation**

### For medical treatment

*in addition to 1+2+3+4+5+6+7:*

- (8) **Medical certificate issued by applicant's doctor in the Philippines**
- (9) **Written confirmation of an appointment in a hospital or with a doctor in Germany** original or faxed directly from the doctor/clinic/hospital in Germany to the Embassy
- (10) **Proof that the cost of the medical treatment can be covered** and who will cover the cost

### For religious mission/trip

*in addition to 1+2+3+4+5+6+7:*

- (8) **Guarantee letter from the local parish church or congregation**
- (9) **Certificate issued by the Apostolic Nunciature** confirming that the applicant is under the catholic conglomerate

### For seafarers

**Please refer to separate information leaflet**

### Visa Fees

- (1) Visa fee is **€ 60,-** (to be paid in **cash** in Pesos at current exchange rate)
- (2) Please have the **appropriate amount** available when you submit your application
- (3) Visas are **free of charge** for children under 6 years of age and spouses of EU nationals

### Guidelines for obtaining a visa in time for your scheduled flight:

- (1) Complete the **application form** and obtain the **required supporting documents** for the visa application
- (2) Make an **appointment** to submit your visa application (have at hand the completed application form); **the minimum processing time is 14 calendar days** (s. information leaflet for details of **appointment system**); applications must be submitted **at least** 14 calendar days prior to the planned date of departure
- (3) Visit the Embassy at the agreed appointment and file your application; **late arrivals will not be entertained**
- (4) Ensure you have **all required documents** with you and the application form and the security questionnaire are completed correctly; **incomplete application forms and lacking supporting documents cannot be accepted**
- (5) Submit any **additional documents** required by the Visa Officer within 2 weeks (14 calendar days) after the submission of the visa application in the Embassy, before the application is decided; documents submitted at a later date cannot be considered
- (6) The Embassy returns passports of visa applicants by **courier service** when the visa processing is completed (160.- PHP per trip); the delivery can be followed up with the Embassy Call Center

### Important points to remember when the completing the application form

- (1) The "**arrival date**" (No. 30 in the application form) refers to the date when you enter the Schengen-Area (not just Germany); the "**departure date**" (No. 31) refers to the date you leave the Schengen-Area
- (2) Family members of EU or EEA nationals should **disregard the footnote on page 1 of the application**; all questions must be answered by all visa applicants where applicable
- (3) Applicants should write "**N/A**" where questions are not applicable to them (except for No. 19)
- (4) Applicants who do not have a job must write '**unemployed / not working**' in No. 19 ("Current occupation")

### Contact details of the Embassy and Visa Section

Embassy address: Embassy of the Federal Republic of Germany  
Level 25, Tower 2, RCBC Plaza  
6819 Ayala Avenue  
1200 Makati City  
Metro Manila

Tel.: (0063 2) 702 3000  
Tel. Visa: (0063 2) 702 3001 to 3006  
Fax Visa: (0063 2) 702 3045

Email: [deboma@pltdsl.net](mailto:deboma@pltdsl.net)  
Website: [www.manila.diplo.de](http://www.manila.diplo.de)

Embassy office hours: Monday to Thursday 7:30 h to 15:30 h, Friday 7:30 h to 13:30 h

Visa Section visiting hours: Monday to Thursday 8:00 h to 13:00 h, Friday 8:00 h to 11:30 h

## **Photograph specifications**

Pictures submitted to the Embassy must meet the following requirements:

### **FORMAT**

Full front view of face, centred, features from chin to hairline and both sides of face must be clearly visible. From top to bottom face must fill 70-80% (between 32 and 36 mm) of the photograph. Front of head (including hair) must be completely visible, with dimensions of face as specified.

### **CONTRAST AND SHARPNESS**

Whole face must be clear, with proper contrast and sharpness.

### **LIGHTING**

Face must be well lighted, with no flash reflections, shadows or red eyes.

### **BACKGROUND**

Background must be uniform, light-coloured (ideally a neutral grey) and provide a good contrast with face and hair. Best background for light-coloured hair is medium-grey, for dark hair light-grey.

Photograph must show subject only (no other person or items permitted, important especially for photographs of young children). Shadows on background are unacceptable.

### **PHOTOGRAPHIC QUALITY**

Photograph should be printed on high-quality paper, resolution at least 600 DPI (dots per inch), have no creases or marks and represent natural skin tones.

### **HEAD POSITION, FACIAL EXPRESSION AND DIRECTION**

A position with the head leaning or turned (e.g. half profile) is unacceptable. Facial expression must be neutral and the mouth closed. Subject must look straight into the camera. Eyes must be open and well visible, not covered by hair or frame of glasses.

### **GLASSES**

Eyes must be clearly visible (reflections on glasses, tinted or sun glasses are unacceptable). The edge of the glasses or frame must not cover the eyes.

### **HEADCOVERINGS**

Headcoverings of any kind are unacceptable.

For further clarification please consult the collection of specimen photographs available at [www.bundesdruckerei.de](http://www.bundesdruckerei.de), Bürgerservice.

More information is available at the websites of the Bundesdruckerei (Federal Printing Office), the Federal Ministry of the Interior ([www.bmi.bund.de](http://www.bmi.bund.de), [www.bundesinnenministerium.de](http://www.bundesinnenministerium.de)) and the Federal Office for Information Security ([www.bsi.de](http://www.bsi.de)).