



Information regarding the Visa Processing for Applications for Visitors or Exhibitors of Fairs for the Federal Republic of Germany

The Embassy is obliged to check - within the framework of the visa application - among other things the applicant's purpose of travel, means of financing the trip and the willingness to return to his/her home country. The Embassy can fulfill this obligation only, if the applicant submits his/her application personally in the Embassy. Therefore the **personal appearance of each applicant (12 years and older) is mandatory (see separate Information leaflet on appointments)**. Therefore the **personal appearance of each applicant (12 years and older) is mandatory (see Information leaflet on appointments)**.

The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application.

Please note that the German Embassy Manila **does not accept incomplete applications** – if an application is submitted without the ascertainable documents for the purpose of travel, **the application will be turned away at the visa counter** and you will be requested to set a new appointment for your visa interview.

Please note that the German Embassy **does not** assume the responsibility of the distribution of unasked for documents sent in.

All the documents itemized below are to be **submitted by the applicant during his/her personal interview**.

Processing time is 1 (one) week from date of interview (as a rule).

What does the Embassy check? - What must I submit for the interview?

1. The Embassy verifies the identity of the traveler:

- Passport, which must be valid for at least another **3 months** upon the conclusion of the travel **and** must contain **two free pages, and** one Xerox copy of the passport, and further valid / invalid passports, **and**
- Two** current passport pictures, face recorded frontally, light background, to be submitted during the interview.
(regarding passport pictures s. homepage of the Bundesdruckerei: http://www.bundesdruckerei.de/en/service/service_citizen/index.html).

2. The Embassy checks the visa application only upon submission of an appropriate application form:

- One** fully completed application form and one declaration to §§ 54 and 55 AufenthaltsgG signed by your own hand. You can download and fill out the forms free of charge from the homepage of the German Embassy www.manila.diplo.de or from the homepage of the Ministry of Foreign Affairs <https://service2.diplo.de/visaextern/> or you have them filled out during the Interview setting by telephone.

3. The Embassy checks the purpose of travel:

- Submission of an entry pass for fair visitors or the exhibitor's pass in the original **and** a Xerox copy of the pass **and**
- Promotional or / and informational material of the fair, through which is evident which fair you wish to visit, **and**
- Documents regarding the economic activity of your company, which must be related to the respective fair (e.g. information brochure for your clients) **and**
- Proof of accommodation (confirmation of your hotel booking)
- Proof of reservation of a round-trip ticket**

4. The Embassy checks the financial coverage of the cost of travel and stay through the proof of the financial capacity of the traveler

- Submission of your credit cards (copies thereof) BUT: **no debit cards**) and accounts thereof for the **previous six months, or**
- Statements of your account(s) for the **previous six months**, with a confirmation by the bank **or**
- Guarantee letter of your employer regarding the shouldering of the expenses of your stay.

5. The Embassy checks the availability of sufficient travel health insurance:

- Valid travel health insurance for the duration of stay for which the visa is applied for, with a **minimum coverage sum of 30,000 Euros**, valid for all Schengen-States. Upon issuance of a visa with a longer validity, which permits multiple entries, it is sufficient to prove adequate health insurance cover for the duration of the first stay. (Such a visa is considered only for frequent travelers and can not be issued upon the first visa application).

6. The Embassy checks your rootedness in the Philippines through

- Certificate of employment (if you are employed): income tax return, certificate of employment (including name, complete address and telephone number of the employer with area code, details regarding the position or professional designation, income, duration of the working relationship, balance sheet of the company: bank statements of the last six months, income tax certificates and financial reports of the company) **or**
- Proof of registration and commercial activity of the company in the Philippines (if self-employed: e.g. income tax returns, bank certificates, documents of the company accounts or other) **and, if applicable,**
- Proof of real estate property.

The Embassy reserves the right to request further documents.