



RK 516 SV / Student

Information regarding the Visa Processing for Applications for Studies, for the Federal Republic of Germany

Please note that this information leaflet serves for applicants to study in Germany, Students as well as doctoral candidates (dissertation, promotion) and PhD students even though a German language course for preparation to study is taken ahead of the studies (see below).

The visa application has to be submitted personally by the applicant on the day of the scheduled appointment (s. link: http://www.manila.diplo.de/contentblob/2612414/Daten/964031/MB_vis_a_appointment.pdf) at the Embassy.

The Embassy will not accept visa applicants without an appointment.

Only citizens who require visas to enter Germany and who are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau may apply for their visa with the German Embassy in Manila (for the table of countries whose citizens require/do not require visas to enter Germany please use the following link: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html).

The following **documents** must be submitted upon application:

- valid passport with two copies of the data page of the passport.
(Please note: the passport must be valid remain valid at least **3 months** after the planned duration of stay **and it must contain two empty pages**.)
- two** application forms (http://www.manila.diplo.de/Vertretung/manila/en/01/Visabestimmungen/ddatei__application__long__stay,property=Daten.pdf), completely filled out in German language, as well as the declarations according to §§ 54 and 55 Aufenthaltsg. These forms are available on the homepage of the German Embassy (www.manila.diplo.de/visa). (Please, in any case, state in the application form your complete address in the Philippines, the Marshall Islands, Micronesia or Palau (street, city / area / village / province, postal code and telephone number).)
- three** identical and current passport pictures (http://www.bundesdruckerei.de/en/service/service_download/service_citizen_idDocSample_05_72dpi.pdf), two are to be fixed to the application forms, one picture is to be attached loosely.
- certification of admission to study or confirmation of a German university or another German college
or for student applicants: proof of standard of matriculation for Germany in the form of foreign diplomas including their acknowledgement by a German authority as sufficient entrance qualification for a German university (Original with certified translation into German).
- Curriculum vitae in tabular form, including an explanation about your education or of your vocational career without a gap.
- Explanation in writing** about the stay for your studies: motivation for choosing the subject of your studies, reasons for choosing the university / college, pointed out plans for studies or explanation to your preparation to study (in German language with a copy of it)
- Proof of finance** of your cost of living while studying. You will have to submit proof of at least € 659,- a month. This proof has to be given for one year in advance: €7.908 by:
 - formal obligation according to §§ 66-68 Aufenthaltsgesetz (and two copies of it) by which a person takes over the cost. Alien offices and resident's registration offices in Germany have the necessary forms for this declaration.
 - **Or** by depositing the sum demanded into a special savings account (Sperrkonto). Please submit confirmation of the bank about the deposit and two copies of it. (Only confirmation by "Spezialservice Ausländische Studenten" der Deutsche Bank AG in Hamburg may be submitted in copy) information about this you may find on our information leaflet to this.
 - **Or** with letter of award of an official scholarship.

In case of a **preparatory German language course** additionally:

- Confirmation of the language school regarding the type and duration of the language course
- Registration with the language course with confirmation that the course fees have been paid
- Evidence of previously completed language courses

If the applicant is a minor (a child below the age of 18):

Even with the application for a minor the basic principle of personal appearance applies. If you, as the parent or other legal representative of a minor would like to submit a visa application, you are kindly required to bring the child to the visa interview, together with the following additional documents, each in the original with two Xerox copies:

- Birth certificate of the child (if born in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER (SECPA))
- Notarized declaration of consent of the parents for the stay in Germany / the Schengen-Area
- If not both parents have the care and custody of the child: proof regarding the situation of care and custody, e.g.:
 - o Death certificate of one parent (if deceased in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER).
 - o Certificate for the single mother
 - o Court decision regarding the custody

All documents have to be submitted in original with two copies.

The **fee** for processing the application is 60,00 Euros (if below 18 years of age 30,00 Euros) for national visas or Schengen-visas, and is payable upon submission of the application in Philippine Pesos at the current exchange rate. The Embassy does not refund the visa fee if the application is rejected. The Visa Section does not raise further fees for the processing of the application, general information and information regarding ongoing applications.

All documents that are not in German language (except if they are in English) have to be submitted in a notarized German translation (with two copies).

Please note: only complete applications can be accepted, as only that way a proper checking of the application is possible.

Additional documents, which are not detailed here, can be required in the individual case upon submission of the application or subsequently during the course of the visa processing.

Sequence of the Visa processing:

Long term visas can not be issued without the approval of the responsible Aliens' Office in Germany (§31 AufenthVO); the visa can therefore only be issued when the Embassy has received the approval. A processing time of several months must be expected. The visa should therefore be applied for at an early date.

Additional documents can be submitted by courier, post, or personally from Monday to Thursday between 11:00 a.m. and 12:00 p.m. and on Friday between 10:00 a.m. and 11:00 a.m.

Applicants are requested to inform the Embassy of any changes of their contact details to avoid delays or inconvenience.

The Visa Section will inform you as soon as the visa can be issued.

Passports and letters (e.g. informing of the result of the visa application) are sent to the applicants by the Embassy via courier service. The courier fee is 160,- PhP (payable upon delivery).

After entering Germany, you have to contact the Aliens Office ("Ausländerbehörde"), which issued the residence permit. This residence permit entitles the holder to travel in the Schengen-Area for up to 90 days per half year.

Please refrain from asking for updates of the processing. Such questions do not expedite the processing. If further inquiries need to be answered by you, or additional documents be required, the Visa Section would of course contact you directly without further prompting. We also ask for your understanding, that, for reasons of data protection, no information regarding the current stage of the processing of ongoing applications can be given, as it is not possible for the Visa section to determine on the telephone the identity of the caller. The information gained in the visa processing about the application as well as information about the current stage of the application processing in individual visa procedures are subject to data protection.

If you do, however, believe a question regarding the stage of processing must be asked for special reasons, we request for a personal visit or for a written inquiry with an explanation of the reasons. The Visa Section may provide information regarding the visa processing only to:

- o the applicant himself / herself
- o third parties, who submit a written authorization by the applicant, or
- o to a legal representative, if there is for legal reasons an appropriate power of representation (for example the power of representation, which parents have over their children).

Accordingly, the Visa Section may give spouses / fiancé(e)s / employers no information, as long as there is no written authorization for representation at hand. An authorization must therefore, where required, be attached to the application.

It is possible to have your wife and/or minor children stay with you provided there is sufficient room for the family to live in and that there is proof of sufficient means for living (see: leaflet for the "Family Reunion Visa")

While studying you may have the opportunity to work for 90 (ninety) days in one year or for 180 half days a year, and you may practice **collegiate sideline jobs**.

Application forms and information leaflets are available for free at the entrance of the Embassy and on our homepage www.manila.diplo.de

General information can also be given by the Call Center of the Visa Section (02) 845 9200. The advice in visa matters through staff members of the Visa Section is free of charge, too. Other service providers and persons, who claim to give advice outside the Visa Section, do not belong to the personnel of the Visa Section. The Visa Section does not work with these people. They do not have to be availed of for the visa processing.

Upon entry in Germany you should bring along the original supporting documents of your visa application for possible