



**Information regarding the Visa Processing for Applications  
for a Visitor's Visa  
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)**. 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 by regular mail, fax or e-mail.

**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 empty pages**, and one Xerox copy of the passport, **and** further valid / invalid passports,

**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](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 signed by your own hand and one declaration to §§ 54 and 55 AufenthaltsG 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](http://www.manila.diplo.de) or from the homepage of the Ministry of Foreign Affairs <https://service2.diplo.de/visaextern/>, or you can have it filled it out during the Interview setting by telephone.

**3. The Embassy checks the purpose of travel:**

Proof of relationship with the sponsor (e.g. birth- / marriage certificates, which substantiate the kinship, relationship or friendship).

Written correspondence between you and your sponsor, proof of telephone connections and other evidence of relationship between you and your sponsor **and**

If no formal obligation is submitted: An informal invitation by the host, in which information is given regarding the host's exact address of residence, the purpose of travel and the full duration of travel and stay.

Details regarding the means of travel for the outward - and return journey (details regarding the airline), **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 traveler's financial capacity.**

Formal Obligation (original and a Xerox copy) according to §§ 66-68 of the German Residence Law, given by your host at the aliens authority ("Ausländerbehörde") in Germany that is responsible for his / her area of residence, **or**

Submission of your credit cards (Xerox 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.

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

valid travel health insurance for the full 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 coverage for the full 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**

Proof of employment (if you are employed): income tax return, certificate of employment (including name, complete address and telephone number of your employer with area code, details regarding your position or professional designation, income, duration of the working relationship, approved leave of absence signed by the employer) **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, **or**

School certificate (for pupils), University certificate: proof of enrollment (for students), if applicable a written exemption from studies by school or university, **and, if applicable,**

Proof of real estate property.

**7. Additional documents for children below age 18, who will not be accompanied by both parents:**

Personal appearance of both parents (if residing in the Philippines) during submission of the visa application with valid ID (passport or driver's license).

Original Birth Certificate of the child, issued by the National statistics Office /NSO on Security Paper (SECPA)

Declaration of consent by the legal guardian(s), signed and certified, original and Xerox copy, submitted before a Philippine notary public\* and certified by the DFA **as well as** passports of the legal guardian(s) (original and Xerox copy of the data page) **or**

Proof of legal custody (for minors with parents whose marriage was dissolved/annulled) **or**

Death certificate of the other parent **or**

Certificate for the single mother (or birth certificate of the child if born out of wedlock)

Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information. The according proof should be carried along and submitted to the border control.

\* If the person(s) having care and custody of the child is resident abroad, a declaration of consent, given before the responsible German (Honorary-) Consul must be submitted. If the person(s) having care and custody of the child live(s) in Germany, this declaration must be given before a German Notary public or the responsible aliens authority (Ausländerbehörde).

**The Embassy reserves the right to request further documents.**