



**Information regarding the visa processing for applications  
for Transit - Visas for crew members of non German-flagged ships  
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 and willingness to return to his/her home country. The Embassy can fulfil this obligation only, if the applicant submits his/her application personally in the Embassy. Therefore the **personal appearance of each applicant is mandatory (s. information 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 only applications for visa submitted by manning / crewing agencies which are accredited with the German Embassy in Manila will be accepted. Information about how to become accredited you may ask from [visa@mani.diplo.de](mailto:visa@mani.diplo.de)**

**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 fax or e-mail.** All the documents itemized below are to be submitted by the applicant during his/her personal interview.

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

**1. The Embassy verifies the identity of the traveller:**

- Passport, which must be valid for at least another **3 months** upon the conclusion of the travel, which **must contain two empty pages**,  
and
- a Xerox copy of the passport,  
and if available,
- valid / invalid passports  
and
- the seafarer's booklet, which must be valid for at least **3 months** than the intended trip and **must contain two empty pages**, and one  
Xerox copy of the seafarer's booklet, **and, if available**, valid / invalid seafarer's booklets,  
and
- Two** current passport pictures, face recorded frontally, light background (regarding passport pictures s. homepage of the Bundesdruckerei:  
[http://www.bundesdruckerei.de/en/service/service\\_citizien/index.html](http://www.bundesdruckerei.de/en/service/service_citizien/index.html) ). One to be fixed to the application form, on attached loosely.

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

- 2.1 Employment contract of the crew member  
and
- 2.2 Crew list  
and
- 2.3 Invitation of the crewing agency or their agent in the original or, in special cases, as a scan by email or by fax directly from Germany to the  
Embassy  
and
- 2.3 Security Questionnaire (s. Homepage of the Embassy for the form: [www.manila.diplo.de](http://www.manila.diplo.de))  
and
- 2.4 Guarantee Letter from the local shipping agency.

**The embassy can issue transit visa for seamen accordingly to the duration of the articles of the work agreement for up to a maximum of 1 year, multiple entries and for a length of stay for up to 90 days during the period of validity of the visa.**

**This is granted, provided that**

**the shipping company or the German port agent assumes the liability in accordance with Art. 66 to 68 of the Aufenthaltsgesetz for the full period of validity of the visa.**

and

**Xerox copies of 2 Schengen Visa which were used by the seaman during the past 2 years (including entry- and exit stamps of the Schengen Area) are submitted.**

**Note:** All documents mentioned in numbers 2.1 to 2.4 may not be older than 6 months.

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