



## Requirements for the Application for a **Visa for Family Reunion** to a Spouse, to Parents, of a Parent with custody to a German Child (Minor)

### The Embassy can accept visa applications from persons who:

- require a visa to enter Germany (please refer to List of states whose citizens require visas to enter Germany), and
- are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau, and
- **have a visa appointment** (see information leaflet about the appointment system) , and
- **arrive on time for their scheduled visa appointment**

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

- All documents must be submitted by the applicant **during the interview** as detailed below. Kindly note the sequence.  
→ **Incomplete applications will be decided on the basis of the documents that were submitted, and may be rejected.**

### ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

- Two (2) [application forms](#), fully completed, signed and dated by the applicant
- Three (3) current passport pictures (for picture format see [Information about passport pictures](#)). Two (2) of these pictures must each be glued to the application forms, the third must be attached with a paper clip to the passport (please do not staple). The applicant must write his or her complete name and date of birth on the back of the picture;
- Valid passport, with which you would like to travel to Germany
- Birth certificate \*) of the applicant
- Two (2) [declarations](#) according to § 54 AufenthG, fully completed, signed and dated
- 2 Xerox copies of the federal identity card (front- and back page) **OR** passport and registration card of the person living in Germany and, *where applicable*, a Xerox copy of his/her valid residence permit in Germany; these documents do not have to be authenticated
- Informal invitation letter from the person living in Germany, with whom the applicant wishes to be reunited, confirming the wish to live together in Germany
- 2 Xerox copies of all original documents (except the application form and declaration; passport: only the data page)
- Visa fee €75 (applicants below 18 years: €30), payable in cash in Philippine Pesos at the current exchange rate (the visa fee is waived for spouses of German or EU-citizens as well as for parents of German or EU-citizen minors)

### ... TO THE SPOUSE (also for applicants with previous residence permits):

- Marriage certificate \*) of the applicant (if the marriage took place in Germany, the German marriage certificate – “Heiratsurkunde” - is accepted as a Xerox copy or fax)
- PSA Index certificate \*)** regarding the appearance of the applicant's name in the National Indices of Marriages (**CEMAR=Advisory on Marriages**); this document must not be older than six (6) months from the date of issuance; if married abroad “Report of Marriage” (also PSA)
- Proof of the visa applicant's basic knowledge of the German language (equivalent to level **A1** of the European language norm, **it is not possible to submit the document at a later date**)

**... TO THE PARENT/S (for minors):**

- Birth certificate \*) of the Philippine parent/s of the applicant
- PSA Index certificate (also: CEMAR or CENOMAR \*)**, regarding the Philippine parent, to whom the applicant wishes to move to; this document must not be older than six (6) months from the date of issuance
- If applicable*: marriage certificate \*) of the parent/s of the applicant (if the marriage took place in Germany, the German marriage certificate (“Heiratsurkunde”) is accepted as a Xerox copy or fax)
- Proof of legal custody (for minors with parents whose marriage was dissolved/annulled)
- Personal appearance of the parent/s that have / has custody for the applicant (if residing in the Philippines) during the visa application; **OR** presentation of a Special Power of Attorney by the legal guardian / legal representative (if the parents are abroad)
- For applicants, who are already 16 years of age or above, and do not apply for their visa at the same time as their parent*: **proof of German language knowledge** of the applicant (equivalent to level C1 of the European language norm); this document may be submitted at the latest 3 months after the date of the visa application
- If the reference person/parent in German is not a German national*: Formal Obligation (“Verpflichtungserklärung”), indicating that the livelihood has been **proven** (“nachgewiesen”)

**... TO / WITH GERMAN MINORS (only if the applicant has custody for the German child):**

- Proof of German citizenship of the child: **copy of the passport of the German child**
- Birth certificate \*) of the German child
- PSA Index certificate (also: CEMAR or CENOMAR \*)**, regarding the applicant; this document not be older than six (6) months from the date of issuance
- Proof of legal custody (if the marriage of the parents of the minor was dissolved/annulled)
- Information, where the applicant and the child intend to stay together in Germany (address)

**All documents have to be submitted in original with two copies.  
The Embassy reserves the right to request further documents**

\*) All Philippine documents regarding the civil status as well as the PSA-Index (certificate regarding the appearance of the applicant's name in the 'National Indices of Marriages', i.e. CEMAR=Advisory on Marriages OR CENOMAR = Certificate of No Marriage) must be submitted to the Embassy in the ORIGINAL and must be issued on SECURITY PAPER (SECPA) by the **Philippine Statistics Authority (PSA)** in Quezon City (**Address**: Civil Registry Division –Vibal Building, Corner EDSA and Times Street, West Triangle, 1104 Quezon City, Metro Manila, <http://www.ecensus.com.ph>).

These documents do not have to be authenticated by the Philippine Department of Foreign Affairs (DFA). Translations of documents that are issued in German or English language are not required for the submission of the application. It is helpful for the visa processing to mention during the visa interview if an examination of the applicant's documents has already taken place or is ongoing (see also below).

Foreign (i.e. non-German / non-Philippine) documents **must** be legalised or have an apostille.

**PLEASE NOTE:**

- Long term visas cannot be issued without the **approval of the responsible Aliens' Office** in Germany (§31 AufenthV); the visa can therefore only be issued when the Embassy has received the approval.
- A **processing time** of several months must be expected.
- The processing time depends among other things on whether a **verification of the documents** must be carried out. In the case of a late registered birth certificate a verification is automatically required. In this case the documents and certificates listed in the attached information leaflet “[Examination of Philippine Documents](#)” must be submitted. If the **Registry Office** requires the verification of the documents in order to start the application for marriage, it must send a request for this (e.g. as a scan / pdf-file) to: [urkunden@mani.diplo.de](mailto:urkunden@mani.diplo.de). The original documents (where possible also the verification fee) can be submitted directly at the Documents Section in the Embassy in Manila. The **Aliens Authority** and the **Embassy** can also initiate a document verification if the Registry Office does not request for it.

- Applicants are requested to inform the Embassy of any **changes of their contact details** to avoid delays or inconvenience.
- **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.
- Passports and letters (e.g. informing of the application result) can be **collected personally** during the above mentioned office hours or can be returned to applicants by **courier service**. The courier fee is PHP170 (payable upon delivery).

### CONTACT DETAILS OF THE VISA SECTION

**Visa Tel.:** (0063 2) 702 3001  
**Visa Fax:** (0049) 30 1817 67 170

**E-Mail:** [visa@mani.diplo.de](mailto:visa@mani.diplo.de)  
**Website:** [www.manila.diplo.de/visa](http://www.manila.diplo.de/visa)

### VISITING HOURS OF THE VISA SECTION

**Submission of applications:** Monday to Thursday 8 a.m. to 2:30 p.m.  
*(only after making an appointment)* Friday 8 a.m. to 11:00 a.m.

**Entrance for other concerns:** Monday to Thursday 11:00 a.m. to 12:00 p.m.  
*(e.g. to submit additional documents)* Friday 10:00 a.m. to 11:00 a.m.

**Calling hours:** Monday to Friday 9.00 a.m. to 11.00 a.m.  
Monday to Thursday 2:00 p.m. to 3:00 p.m.

### INFORMATION ABOUT INDIVIDUAL VISA APPLICANTS AND THEIR APPLICATIONS

For **data protection reasons**, information about applicants, which is obtained during the visa processing, as well as information on the progress of a single visa case, must be protected.

The Embassy cannot give information about the progress of a visa application on the phone, as the identity of the caller cannot be confirmed.

For inquiries about the progress of an application, please visit the Embassy personally or submit a written inquiry with an explanation of the reasons and state the 6-digit barcode number of the application.

The visa section is allowed to provide information concerning an individual visa case only to the following persons:

- the applicant himself / herself
- persons who can submit a written authorization of the applicant
- legal representatives, whose power of representation is grounded on a legal basis (e.g. parents for their children).

The Embassy is therefore not allowed to provide information to spouses and other third parties without a **written authorization**. Therefore an authorization, signed by the applicant, must be attached to the request.

### PROOF OF BASIC KNOWLEDGE OF THE GERMAN LANGUAGE

Equivalent to level A1 of the European language norm

- In the Philippines this proof can be obtained through the Goethe Institute in Manila. For examination appointments please contact the [Goethe-Institute](#) in Manila directly. The examination is also open to external students.
- Another possibility of proof of basic knowledge of the German language is the submission of high school certificates with a German Abitur or language certificates of the level "A1" issued by cultural institutes of Austria or Switzerland.
- Any language certificate that is issued by an examiner who is accredited by the [Association of Language Testers in Europe \(ALTE\)](#) may be accepted.