



## Information regarding the Visa Processing for Applications for a Business 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 and 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 Information leaflet on appointments](#)).

### Please note the following:

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.

The Embassy **does not** assume the responsibility of the distribution of unasked for documents sent in by regular mail, fax or email.

**All the documents itemized below are to be submitted by the applicant during his/her personal interview.  
The processing time is 1 (one) week from date of interview (as a rule).**

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

### 1. Your identity as a traveler:

- Your original 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, and
- One** current passport picture (for picture format see [Information about passport pictures](#)).

### 2. Your Visa application form:

- One fully completed application form signed by your own hand ([online](#)) and
- [Declaration](#) according to § 54 Aufenthaltsg, fully completed and signed by your own hand

### 3. Your purpose of travel:

- Letter of invitation on company paper in the original (in special cases the invitation letter by fax or as a scan may be sufficient), and with the date, name/ names of the guest/ guests and the company they work for, travel- as well as the dates for the intended stay, motive and reason for the trip or, if applicable
- Copy of the certificate of the association („Auszug aus dem Vereinsregister“ - VRA, date of issuance **not older than 6 months**) of the inviting party (not a certified copy) or, if applicable

### 4. Visa fee:

- Children up to 6 years no fee
  - Children from 6 to 12 years € 35
  - Applicants older than 12 years € 60 payable in Philippine Pesos (cash) at the current exchange rate

## 5. The financial coverage of the cost of your travel and stay

- Statements of your account(s) for the **previous six months**, with a confirmation by the bank or
- Submission of a Formal Obligation (original and 1 Xerox copy of the document) 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
- A letter of invitation, in which the sponsor guarantees for the cost according to §§ 66-68 of the German Residence law (only if the capital fund of the company according to company registration, HRA/HRB is € 25.000 and over).

## 6. Your 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 coverage for the full duration of the first stay. (Such a visa is considered only for frequent travellers and **cannot** be issued upon the **first visa application**).

## 7. Your rootedness in the Philippines:

- If you are **employed**: Proof of your employment, i.e. most recent income tax return, certificate of employment (including your employer's full name, complete address and telephone number with area code details regarding your position or professional designation, income, duration of the working relationship; letter of approved leave of absence signed by your employer or
- If you are **self-employed**: proof of registration and commercial activity of your company in the Philippines, 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.**

**Please Note\***: Although the information in this information sheet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.