



**Information regarding the Visa Processing for Applications
for Transit -Visas for Crew Members of German- and 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 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 can only receive visa applications from **accredited shipping agencies** (please refer to the list on the Embassy website). **Incomplete applications** cannot be accepted – 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 checking the boxes, if you have all the documents needed for the visa application:

1. Your identity as a traveler:		
<input type="checkbox"/>	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
<input type="checkbox"/>	One current passport picture (for picture format see Information about passport pictures)	
2. Your Visa application form and Declaration:		
<input type="checkbox"/>	One fully completed application form, signed by your own hand (online)	and
<input type="checkbox"/>	One declaration according to § 54 AufenthaltsG, fully completed and signed by your own hand (Security Questionnaire)	
3. Your purpose of Travel:		
<input type="checkbox"/>	Your POEA employment certificate as a crew member	and
<input type="checkbox"/>	Invitation and guarantee letter from the principal or shipping agent in Germany, confirming that it will assume liability in accordance with Art. 66 to 68 of the AufenthaltsG for the full period of validity of the visa	and
<input type="checkbox"/>	The crew list	and
<input type="checkbox"/>	Employment certificate and and guarantee letter from the local shipping agency, confirming that it will assume all costs that you will incur in relation to your travel.	

All documents mentioned in **pt. 3** may **not be older than 6 months** and must, where required, be authenticated again by the Federal Office for Maritime Navigation and Hydrography.

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 can not accept any responsibility for inaccuracies contained herein.