



VISA-Appointments

You need an appointment to apply for a visa for Germany and the Schengen-states.

All appointments are now booked online*1. The system requires very little effort and data, can be accessed from anywhere in the world via internet connection, and is completely free of charge.

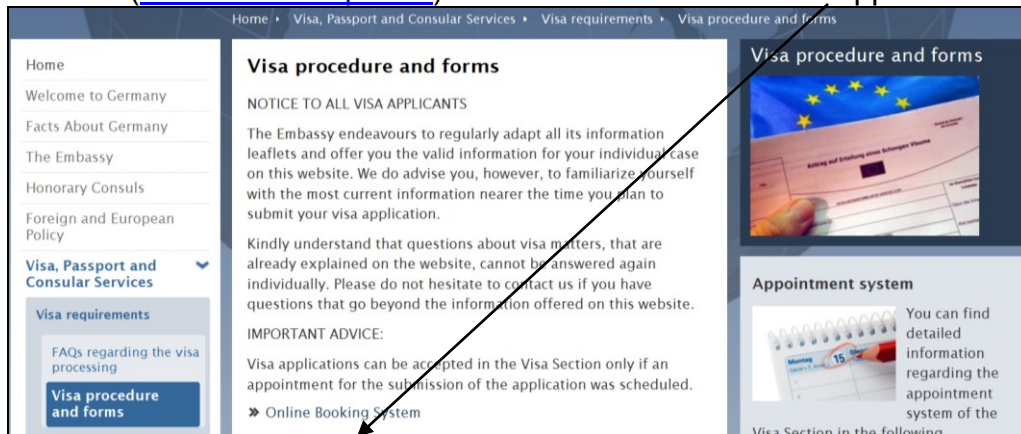
HOW TO SET A VISA APPOINTMENT:

Step 1:

Go to:

https://service2.diplo.de/rktermin/extern/choose_realmList.do?request_locale=en&locationCode=mani

OR go to our website (www.manila.diplo.de) and click on the **link** to the appointment system:



Step 2:

Read the information under the “Visa”-header, then click on “continue”:

Appointment-System of the German Foreign Office –

Please choose an area

Visa

Welcome to the appointment system of the German Embassy Manila!

Before booking the appointment we kindly ask you to read the information on the visa processing carefully. You can find this information for example on the website of the Embassy: www.manila.diplo.de/visa. Please understand that questions, which are answered by the information available on the website, cannot be answered again individually. If you have questions that go beyond the available information, then please send an email to visa@mani.diplo.de.

Kindly understand that only complete applications can be accepted. A complete application always includes a fully completed application form. If you submit an application without the documents that are detailed in our information leaflets (you can find these on the website), your application will be turned away at the visa counter and you will be asked to arrange a new interview appointment.

Please note that the appointment is only possible if a valid e-mail address is entered when the required data is typed in to set the appointment! The appointment confirmation is then sent to the email address that has been entered.

Please ensure you select the correct visa category for your appointment!

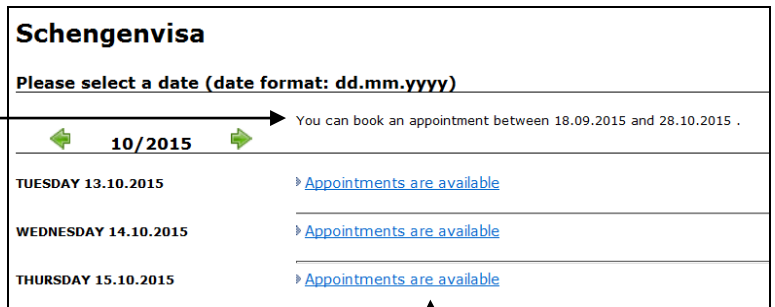
To book an appointment please click on "Continue"

[Continue](#)

Step 6:

The system will show you which appointments are available as of today (e.g. for Schengen-Visa applications):

Please note that the system will tell you between which dates you can set your appointment - but this does not mean there are appointments available every day during that period.

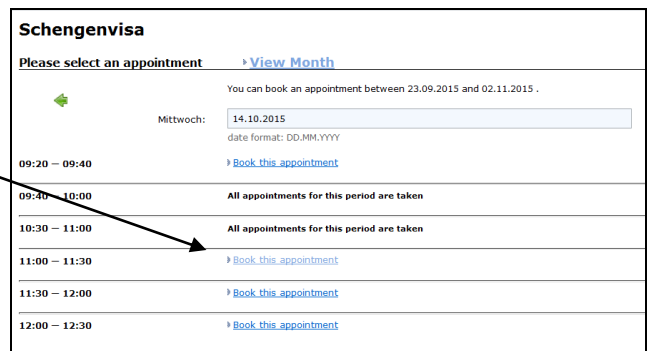


Schengenvisa	
Please select a date (date format: dd.mm.yyyy)	
You can book an appointment between 18.09.2015 and 28.10.2015 .	
10/2015	
TUESDAY 13.10.2015	Appointments are available
WEDNESDAY 14.10.2015	Appointments are available
THURSDAY 15.10.2015	Appointments are available

Select a date of your choice and click on the link “Appointments are available” to the right of the date.

Step 7:

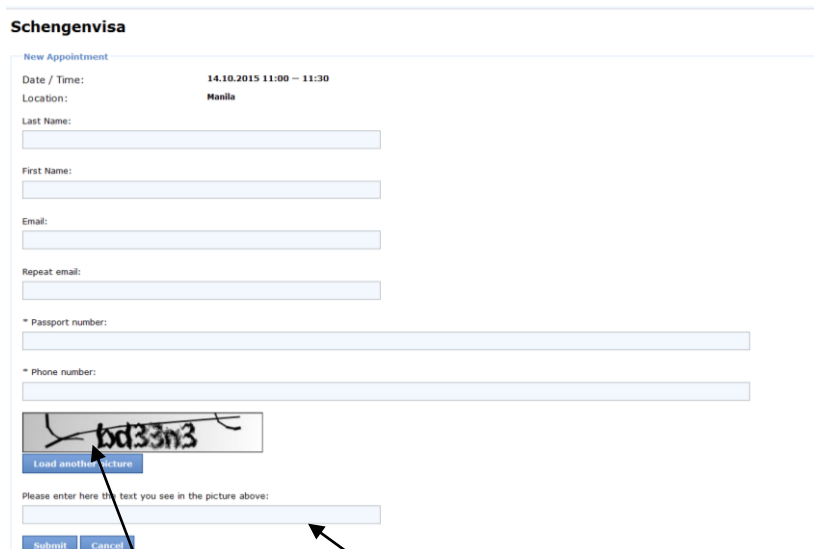
Go to the available time slot (“Book this appointment”).



Schengenvisa	
Please select an appointment View Month	
You can book an appointment between 23.09.2015 and 02.11.2015 .	
Mittwoch:	14.10.2015 date format: DD.MM.YYYY
09:20 – 09:40	Book this appointment
09:40 – 10:00	All appointments for this period are taken
10:30 – 11:00	All appointments for this period are taken
11:00 – 11:30	Book this appointment
11:30 – 12:00	Book this appointment
12:00 – 12:30	Book this appointment

Step 8:

Complete all fields (“Last Name”, “First Name”, “Email”, “Repeat email”, “Passport number”, “Phone number”). Please ensure you enter correct data, or there may be difficulties when you visit the Embassy for your visa appointment.



Schengenvisa

New Appointment

Date / Time: 14.10.2015 11:00 – 11:30
Location: Manila

Last Name:

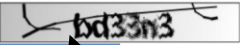
First Name:

Email:

Repeat email:

* Passport number:

* Phone number:



Please enter here the text you see in the picture above:

Type the text in the “CAPCHA”-Test in the box below and click on the “Submit”-button.

Step 9:

You will receive the following confirmation upon successful booking of your appointment:

Your appointment has been successfully booked. An E-Mail for confirmation has been sent to you. Please bring a printout of that E-Mail to your appointment.
If you do not receive the confirmation mail, please check your spam folder before contacting the Embassy.

The appointment system will automatically send you a confirmation email to the email address you stated (Step 8).

Step 10:

Please check your email and print out the email confirmation (check in your Spam folder if you can't find it).

The email reads as follows ²:

Good day (your name),
You have successfully set an appointment in Manila on (date) between (time) and (time).
To avoid unnecessary waiting times for you and other visitors, please appear in the Embassy in time for the beginning of this time slot in.
Please bring with you a printout of this email to your appointment.
You cannot be admitted for your appointment in the Visa Section without a printout of this email.
Kindly understand that only if the number of the valid passport on your name corresponds with the number (your passport number) that you mentioned when this appointment was made you will be let in for the interview.
Please do not forget to fill in the electronic application form and then bring a printout of the form to the appointment.
You can find the form here:
<https://videx.diplo.de/>
Please note:
A printout of the form is only possible if all the required mandatory fields have been completed!
The printout should be done in the best possible quality so that we can read the barcode into the data processing system.
If you do not have a printer, you are welcome to let a person you trust (e.g. your host, business partners in Germany, relative, friend, etc.) fill in the form for you and / or print and then send it as a scan (pdf-file) to us by email (visa@mani.diplo.de) at least one working day before your visa appointment. The most important part for the data processing is definitely the last page with the barcode!
We ask you to carefully read the information regarding the visa processing. You can find this information for example on the website of the Embassy
www.manila.diplo.de/visum
Incomplete applications will not be accepted: the application will be turned away at the visa counter and a new interview appointment will have to be set.
If you cannot appear for your appointment, however, then please cancel your appointment by using the following link:
https://service2.diplo.de/rktermin/extern/cancellation_form.do?reference=mani_4867939&token=9a8460280be6f3a000762db026080532&request_locale=en&categoryId=1005 This will help us with the organization of appointments and allow us to offer you and all our other customers the most timely dates possible.
The address of the German Embassy Manila is:
25 / F Tower 2, RCBC Plaza
6819 Ayala Avenue
0707 Makati City, Metro Manila

Step 11:

Fill out online application form^{*3} at: <https://videx.diplo.de/>

Step 12:

Print out the online application form. Ensure that the barcode is clearly printed.

Step 13:

Bring the email confirmation, application form and complete documents on your designated appointment date.

NOTES

^{*1} ALL appointments for the visa application are set online:

As of August 01, 2015, the visa appointment system has completely changed. The Embassy no longer uses an external provider (Call Center). Appointments cannot be set by personal appearance in the Embassy or via phone call.

The appointment booking is completely free of charge!

All you need is an Internet connection, for example at your home, at work, with friends, or in an Internet cafe. Your appointment can also be set from abroad (e.g. by your host).

² You receive in the confirmation mail a personalized link to the webpage where you can cancel your appointment. You cannot cancel your appointment without that personalized link. Please be aware that the system only allows cancellations up to 2 days before the appointment. If an appointment is not cancelled, for security reasons, a new one for the same applicant can only be made 5 days after the lapsed appointment.

^{*3} We want to offer you short appointment waiting times low and fast and correct visa processing. We therefore ask all Schengenvisa applicants to fill in the electronic online application form and then bring a printout of the form to the appointment. This saves valuable processing time, helps to avoid mistakes and allows us to accept and process more applications.

A printout of the form is only possible if all the required mandatory fields have been completed. The printout should be done in the best possible quality so that we can read the barcode into the data processing system.