

### CHECKLIST FOR STUDENT VISA

Documents Required for Tourist Visa Application		Yes	No
<b>For all applicants - Translation of all Arabic documents into English is mandatory</b>			
1	3 applications duly completed and signed		
2	Original passport and 2 photocopy of all relevant passport pages (data page, pages with previous Schengen visa, etc.)		
3	1 declaration signed by applicant (under section 54 (6) AufenthG/German Residence Act)		
4	1 declaration signed by applicant (under section 55 (2) AufenthG/German Residence Act)		
5	3 recent passport photographs (not older than 6 months)		
6	Letter from local employer, stating qualification, salary and start date of employment certified by chamber of commerce or translated trade license if self-employed		
7	Confirmed hotel booking (full address of the hotel must be written in the application: full name, street name, no. of the building, city and city code)		
8	If your studies are in English: confirmation form the German university		
9	Admission letter/letter of acceptance from the German university		
10	Up-to-date personal bank account statement for the last 3 months		
11	One photocopy of the insurance policy for a valid Travel and Health insurance covering the territory of the Member states of the Schengen agreement and with a minimum coverage of EUR 30,000 (Thirty thousand ) for medical expenses		
12	Proof of an existing blocked bank account "Sperrkonto" in Germany with a deposit of EUR 7,608 for financing the first year of studies. The proof of finance for subsequent years can be done through informal sponsorship declarations or own financial means (bank statements of student or sponsor to be submitted) OR If you have a person residing in Germany that wishes to sponsor you, a letter of sponsorship (or so-called "Verpflichtungserklärung," according to Section 66-68 of the German Residence Act "Aufenthaltsgesetz") can be submitted		
13	If your studies are in German: proof of German language proficiency or a confirmation of a preparatory language course or Studienkolleg		
14	Police clearance certificate (not older than 3 months) from the local police department		
15	If you have been awarded a scholarship – for instance from the Ministry of Higher Education of the Kingdom of Saudi Arabia, it should clearly be documented that the scholarship will cover the a.m. minimum amount EUR 7,608 per year. Note Verbal either from the Ministry of Higher Education or the Saudi Arabian Embassy in Berlin in this respect will have to be submitted		
<b>Additional documents required for non-Saudi nationals residing in Saudi Arabia</b>			
16	For non-Saudi citizens: Original Iqama with 2 photocopies		
17	For non- Saudi citizens: valid Saudi Arabian "Exit Visa" (can be provided after approval of visa)and original of Iqama with 2 copies		

**Please Note:** For children under 18 years both parents must sign the application/declaration form /questionnaire. Passport copies of both parents to be attached. For children registered in a parent's passport a separate application form has to be filled.

**Additional Information:**

- All applications submitted by a representative other than the applicant will have to include a signed authorization letter from the applicant, failing which the application will not be accepted.

- \* Processing time of student visa applications regularly requires 2-3 months from the date of application.
- \* If a visa can be granted, the embassy issues a national visa category D.
- \* This kind of visa entitles to a single entry into the Federal Republic of Germany with a validity of 90 days (Transiting Schengen countries for a maximum of 5 days to reach Germany is allowed).
- \* After arrival all students have to register at the responsible immigration office in Germany at the place of residence of the student (Ausländerbehörde). A final residence permit for the duration of your studies will be issued in Germany by the immigration office.

**Remarks:**

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**Declaration**

I have been informed that an application without a complete set of documentation according to the abovementioned checklist may result in a rejection of my visa application. Besides, the Embassy of the Federal Republic of Germany, Riyadh reserves the right to ask for additional supporting documents and does not guarantee the issue of a Visa.

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**Date**

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**Applicants Signature**

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**VFS Officer**