

## SCHENGEN VISA – TOURIST PURPOSE

This information leaflet has been generated by the German Embassy in Lebanon. It is valid for visa applications in Lebanon if Germany is your main destination. This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate visa applications. It can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below.

### I. DOCUMENTS TO BE SUBMITTED

	Submitted
<p>1 <b>Application form</b> – available online: <a href="http://www.videx.diplo.de">www.videx.diplo.de</a> - free of charge  <input type="checkbox"/> Fully completed in English or German and signed and dated by the applicant himself (Signed by both parents in case of minors, below the age of 18).</p>	
<p>2 <b>Passport</b>  <input type="checkbox"/> Validity minimum three months after the scheduled return with one copy  <input type="checkbox"/> Signed by bearer  <input type="checkbox"/> Passport not older than 10 years (issued in the last 10 years) with at least two free “visa pages”  <input type="checkbox"/> Copies of previous visas (Schengen member states, United Kingdom, United States, Canada)  <input type="checkbox"/> Previous passport/s if applicable  <input type="checkbox"/> IMPORTANT: Copy of valid residence permit (valid at least three months from the date of intended end of journey). If the applicant is Lebanese and has a residency in another country, then he/she shall apply from the country of residency.</p>	
<p>3 <b>Two recent biometric passport sized photographs (3.5x4.5 cm)</b>  <input type="checkbox"/> NEW! Should not be older than 6 months  <input type="checkbox"/> A frontal view of the face covering 70-80% (32-26mm) of the photo with white background.  <input type="checkbox"/> Clear facial features and eyes – not covered by hair or glasses frame.  <input type="checkbox"/> Head coverings are only accepted for religious reasons.            Do not glue or staple the pictures to the application form.</p>	
<p>4 <b>Flight reservation</b>  <input type="checkbox"/> Flight reservation. Date of travel must not exceed 90 days from date of application submission.</p>	
<p>5 <b>Accommodation:</b>  <input type="checkbox"/> Valid (existing) hotel reservation with full address (name, street, city, zip code, contact information, booking ref.).</p>	
<p>6 <b>Travel Purpose:</b>            if applicable: travel itinerary</p>	
<p>7 <b>Overseas Medical Insurance</b>  <input type="checkbox"/> Valid for the entire duration of the requested visa and for all Schengen countries.  <input type="checkbox"/> Minimum coverage 30,000 € and repatriation. (In case medical insurances of credit cards are provided, then a copy of the credit card with the insurance details are to be presented)  <input type="checkbox"/> Conditions must be stated either on insurance document or on separate confirmation letter</p>	
<p>8 <b>Employment Details:</b>  <input type="checkbox"/> For employee:           <ul style="list-style-type: none"> <li>• Employment letter (position, salary, length of employment, vacation entitlement for the duration of trip to Germany)</li> <li>• Commercial circular &amp; VAT evidence of the employer for the last year, invoices.</li> <li>• Letter from Social Security (CNSS)</li> </ul> <input type="checkbox"/> For School Students:           <ul style="list-style-type: none"> <li>• Letter from School stating enrollment in current academic year with indication vacation times</li> </ul> <input type="checkbox"/> For University Students:           <ul style="list-style-type: none"> <li>• Letter from University stating the enrollment in current semester with the lecture free times indication + Student ID</li> </ul> <input type="checkbox"/> For Pensioners:           <ul style="list-style-type: none"> <li>• Proof of retirement benefits &amp; Proof of ownership (if applicable)</li> </ul> <input type="checkbox"/> For freelance: Copy of commercial circular if registered or invoices.  <input type="checkbox"/> For self-employed:           <ul style="list-style-type: none"> <li>• Registration certificate in the Commercial Register or Commercial Circular</li> <li>• VAT Evidence of the last year or evidence of business activities</li> <li>• Chamber of Commerce member card of the current business year</li> </ul> <input type="checkbox"/> For Non-Working Persons:           <ul style="list-style-type: none"> <li>• evidence of the person supporting you financially</li> </ul> </p>	

	<ul style="list-style-type: none"> <li>• Proof of ownership (if applicable)</li> </ul>	
9	<b>Proof of financial means</b> <ul style="list-style-type: none"> <li>• Private bank statements of the last 3 months (Original) A bank guarantee letter stating the amount in balance will not be accepted. + If applicable: personal property, assets, others ...</li> <li>• In case applicant has no financial means, then a paper is to be provided from the guarantor noting the guarantee of the expenses + copy of guarantor's ID + account statements + work details.</li> </ul>	
10	<b>Family Register</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Family Register (Original)</li> <li><input type="checkbox"/> Copies of passports and residence permits of close relatives living in Germany (children, siblings etc.).</li> </ul>	
11	<b>Additional documents for minors below the age of 18</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If minor is traveling alone, both parents shall attend at the appointment date and present an "official Travel Permit" issued by the Lebanese authorities from both parents.</li> <li><input type="checkbox"/> If minor is travelling with one of the parents, then the other parent shall also come to the application submission appointment and present an official travel permit issued by the Lebanese authorities.</li> </ul>	
All documents need to be translated in English or German by a sworn translator and should not be older than 3 months		

## II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- Applications can be filed using the online VIDEX application [www.videx.diplo.de](http://www.videx.diplo.de). Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic "VIDEX") prior to submission. Responsibility for all given information lies within the applicant himself.
- Non-submission of necessary documentation may lead to refusal of the visa application.
- All visa fees must be paid upon submission of the above in cash (LBP) only. The application, passport and visa fee will be forwarded to German Embassy within one working day after submission. The service fee remains with VFS Global.
- The processing time at the embassy due to necessary and obligatory legal requirements takes up to 15 calendar days. Applicants are requested to apply well in advance, but – due to legal requirements – not more than 3 months prior to the intended date of journey. Applicants are also kindly requested to refrain from status inquiries.
- During the whole processing time the passport has to remain with the German embassy. Passports can only be withdrawn if a written request by the applicant himself is presented to the Embassy. Consequently, the application will be cancelled/ withdrawn and the passport returned via VFS Global within 2 working days.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and/or further consequences.
- The German Embassy of Lebanon reserves the right to ask for additional documents and /or call applicant for an interview.

## III. REMARKS to be filled out by VFS staff (**please tick, what is relevant**):

- |                            |   |   |
|----------------------------|---|---|
| ✓ Applicant has            | <input type="radio"/> No Schengen Visa        | <input type="radio"/> Previous Schengen Visa (attach copies)  |
| ✓ Applicant travels        | <input type="radio"/> alone                   | <input type="radio"/> with group as (please specify)  |
|                            | <input type="radio"/> with family member/s    |   |
| ✓ Applicants documents are | <input type="radio"/> Complete                | <input type="radio"/> Not Complete  |
|                            | <input type="radio"/> Due to incomplete docs, | <input type="radio"/> Applicant has been informed of option to withdraw application to complement the same to avoid refusal |
|                            |   | <input type="radio"/> Applicant wishes to submit application  |

Other Remarks:

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## IV. SIGNATURES AND AGREEMENT

a) For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS & CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE

City & Date \_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_

b) For VFS Staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. REMARKS HAVE BEEN COMPLETED ALONG WITH APPLICANT.

City & Date \_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_