

## Checklist for Schengen Visa

### — visit —

Before submitting your application at the German Embassy in Wellington, please prepare the following documentation:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	valid <b>passport</b> (issued within the last 10 years and with <b>at least 3 months</b> validity after the scheduled return; with at least two <b>opposite</b> empty pages); (if applicable) including re-entry visa to Fiji, valid for <b>at least 3 months</b> after your scheduled return to Fiji.
<input type="checkbox"/>	<b>application form</b> & declarations duly signed
<input type="checkbox"/>	<b>1 copy of your passport's data page</b>
<input type="checkbox"/>	<b>valid travel health insurance</b> for your whole stay in the Schengen Area. Only New Zealand or German/European insurance policies are acceptable. Minimum cover of €30,000 for medical expenses, repatriation and repatriation of remains.
<input type="checkbox"/>	<b>Invitation letter</b> from the person you are visiting in Germany
<input type="checkbox"/>	<b>for minors:</b> - If travelling unaccompanied by parent(s), consent letter signed by both parents & applicant - Form signed by both parents - Copy of the parent(s)' passports data page and child's birth certificate
<input type="checkbox"/>	- <b>leave letter</b> of your company (if employed) - <b>no-objection certificate</b> of school or university (if student)
<input type="checkbox"/>	<b>flight reservation</b> , rail tickets, others
<input type="checkbox"/>	<b>proof of accomodation</b> for your entire stay in the Schengen area
<input type="checkbox"/>	<b>Proof of sufficient funds</b> for the visit: <b>If sponsored: Verpflichtungserklärung</b> (formal obligation letter) of your sponsor <b>If self-sponsored: Personal bank statements</b> of the past 3 months with sufficient funds
<input type="checkbox"/>	<b>Proof of financial status:</b> If <b>employed</b> : Payslips of the past three months / employment contract If <b>self-employed</b> : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income) etc.)
<input type="checkbox"/>	<b>1 passport photo</b> according to biometric specifications, not older than 6 months
<input type="checkbox"/>	<b>Visa fees</b> There is no fee for applicants whose spouse or children are EU-citizens. Please include copy of marriage certificate/birth certificate as well as spouse's or child's EU-passport
<input type="checkbox"/>	

#### Please note:

Original documents need to be presented in the given order. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

The Embassy will accept applications 3 months before travel **at the earliest**.

**I have been informed that:**

If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will be returned to me with a repayment of the visa fee but not the service fee;

☐ I will not have my passport in my possession during the process of my visa application;

☐ An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application;

**The following declaration in case the documents are incomplete:**

The applicant has confirmed that s/he has no documents to submit other than those listed above.

The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.

☐ Additional supporting documents may be requested by the Embassy of the Federal Republic of Germany. In case of visa refusal fees are not refundable.

**Signature of Applicant:** \_\_\_\_\_ **Signature of VFS Official** \_\_\_\_\_

**Remarks:**

\_\_\_\_\_