



Schengen Tourist Visa

Applicant name: _____		Date of application: _____		
Requested documents		Yes	No	Notes
1	<p>Visa application form, original:</p> <p>Duly filled out in German or English language. <i>The application form is to be filled out through e-application VIDEX https://videx.diplo.de, printed out and signed by the applicant. The visa application form must be signed by both parents in case of minor child.</i></p> <p>It is mandatory that the mentioned data information on the Schengen visa application form, such as, addresses, phone numbers, etc. has to be identical with the personal data of the applicant. If this requirement is not fulfilled the visa application will be refused.</p>			
2	<p>Information forms:</p> <p>Each form printed out, dated and signed by the applicant.</p> <p>Information form on § 54 Abs. 2 Nr. 8 i. V. m. § 53 AufenthG: Click here to download the form. Information on data protection law: Click here to download the form. Signed receipt: Click here to download the form.</p>			
3	<p>Two biometric passport-sized photographs 3.5 cm x 4 cm:</p> <ul style="list-style-type: none"> - One photograph to be fixed in the upper right corner of the application form - One photograph loosely added to the application - Color photo on a white or light background - Format 3.5 cm x 4 cm - Taken from the front; without obstruction - Recent (less than 6 months old) - Ears and eyebrows must appear on the picture <p>The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.</p>			
4	<p>Passport, original:</p> <ul style="list-style-type: none"> - Valid for at least three months from the date of expiry of the requested visa - Signed by bearer - Not older than 10 years - At least two blank pages <p>Please present previous passports, if available.</p>			
5	<p>Passport, copies:</p> <ul style="list-style-type: none"> - Two photocopies of the passport (personal data page) - One photocopy of previous Schengen visas and previous passport/s 			
6	<p>Confirmed reservation of the round-trip flight ticket:</p> <p>Applicant's name (same as on passport) must be mentioned on the flight reservation. <i>Remark: Please do not buy the ticket before the visa is issued. The German Embassy in Laos will not take any responsibility related to the flight ticket.</i></p>			
7	<p>Detailed itinerary:</p> <p>Itinerary of the planned trip if several countries are visited, providing details on the transport used to move across the Schengen area and any other countries to be visited during this trip.</p>			
8	<p>Proof of accommodation:</p> <p>Confirmed hotel reservation/s for the entire duration of stay in the Schengen countries. Applicant's name (same as on passport) must be mentioned on the hotel booking/s.</p>			
9	<p>Employment and financial proof:</p> <p><i>If employed:</i></p> <ul style="list-style-type: none"> - Original certificate of employment or equivalent, indicating the position in the company, length of employment, monthly salary, the number of vacation days granted, and the purpose and duration of the trip - Company registration and recent tax certification with English translation <p><i>If student:</i></p> <ul style="list-style-type: none"> - Academic certificate such as an enrolment confirmation of the school or university, show original and submit photocopy <p><i>If self-employed:</i></p> <ul style="list-style-type: none"> - Evidence of business ownership (company registration) stating the applicant's name <p><i>If unemployed / retired or if business is not registered or an employment certificate is unavailable (e.g. farmer working on the family's farm):</i></p>			



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	<p>- Residence certificate issued by Naiban</p> <p>To be provided: proof of sufficient funds Bank Statement for the last three months including bank account movements of the applicant, original with bank stamp; if the trip is sponsored: sponsoring letter and bank statement of the sponsor for the last three months including bank account movements of the sponsor, original with bank stamp, copy of sponsor's passport. If relevant: copy of real estate property (title deed) with English translation</p>			
10	<p>Travel and health insurance:</p> <ul style="list-style-type: none"> - Must cover all period of stay - Must be valid for Schengen area - Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses - The stamp and the signature of the insurance company are mandatory - Show original and submit photocopy - Accredited insurance companies are: <ul style="list-style-type: none"> a) in Laos: Allianz General Laos and Laovivath Insurance b) all insurance companies listed here: Click here for the list of accredited Travel Medical Insurances 			
11	<p>Documents related to minor child:</p> <ul style="list-style-type: none"> - Birth certificate, show original and submit photocopy - Parental consent for the minor child that is either travelling abroad alone or with only one parent: <ul style="list-style-type: none"> a) <i>An official parental consent for the planned travel abroad must be submitted, in case that one of the parents or both of them are not going to travel together with the minor child. This document must be issued by Naiban and District Office. Show original and submit photocopy</i> b) <i>Or the declaration of consent letter signed by the parent/s who is/are not traveling with the minor child (sign at VFS Global Visa Center in person). Show original and submit photocopy.</i> - <i>If the parents are divorced: a proof of child custody, issued by the Court, must be submitted. Show original and submit photocopy.</i> <p><i>In case that one parent has passed away, a death certificate must be submitted.</i></p> <p>Signed authorization letter from the parents in case that both parents cannot appear in person during the submission of the visa application. Photocopies of the parents' passports (personal data page) must also be submitted.</p>			
12	<p>Lao family book:</p> <p>Lao family book issued by Naiban (show original and submit photocopy)</p>			
13	<p>Foreign national residing in Laos:</p> <ul style="list-style-type: none"> - Original and copy of stay and work permit (if applicable) 			
14	<p>Organized trip:</p> <p>Letter of the travel agency (with company's letterhead) giving details regarding the trip (itinerary, program, hotels, etc.) with complete name list of the group in alphabetical order and confirmation that the trip has been fully paid (certificate or original voucher).</p>			

Documents in Lao language must be translated into English or into German.

[Click here for a list of translation offices](#) Other translation offices are also accepted.

If submitting documents to prove family relationships from countries other than Laos, legalization from competent Embassy or Consulate is required.