

## Guide to using VIDEX

### **Dear user!**

Welcome to the VIDEX online tool for entering the data you need to apply to a German mission abroad for a Schengen (short-term) visa or a national long-term visa.

We want to make using VIDEX as easy as possible. Below, you will find all the relevant information on using VIDEX and how to proceed with your visa application.

**Please read the following information carefully before beginning to fill in your application in VIDEX.**

### **When can I use VIDEX?**

You can use VIDEX for short-term stays (kurzfristiger Aufenthalt) to apply for a short-term visa to enter and reside in Schengen states for up to 90 days (Schengen visa).

You can use VIDEX for long-term stays to apply for a long-term visa to reside in Germany for more than 90 days.

Please make sure you fill in the correct VIDEX form in accordance with the planned duration of your stay. Short-term VIDEX forms cannot be accepted for long-term visa applications and vice versa.

### **Technical requirements**

To use VIDEX, you need the following hardware and software:

- Desktop: Internet Explorer 8, Chrome 9, Firefox 4, 2011, Safari 6, or higher
- Mobile: Chrome, Safari, or Internet Explorer 10 or 11
- Adobe Acrobat Reader 10, Version 2015
- a printer.

### **Mobile Version**

VIDEX is also available as a pilot version for mobile devices which allows you to fill in and print out your application. The mobile version appears automatically when a mobile device is used. No additional link is required.

### **Preparation for filling in the application**

Please ensure that you have all the documents you need to hand before starting to enter the data:

- your travel document,
  - which must be valid for at least three months after the end of the planned period of travel and
  - which was issued (not extended!) no more than ten years ago,
- your travel or flight itinerary,

- an address in Germany,
- a hotel reservation, where applicable,
- a letter of invitation, where applicable.

## Filling out the application

### **Language selection**

Select the language for the questions on the form. You can easily change the language even after you have started to answer the questions. Data already entered will be saved if the language is changed.

### **General structure/validation**

The data has to be entered under various headings (blocks), some of which also contain subsections. Mandatory fields are in bold type and marked with an \*. Depending on the data you enter, other mandatory information may be required or mandatory fields may become superfluous.

All mandatory fields must have been filled in before you can click on the “Continue” button to convert the form into a pdf file and print it out. The bar at the top of the page shows the blocks in which data is still missing. Completed blocks are shown in green and uncompleted blocks in red.

Within the individual blocks, each field also contains a validation check. Fields that have been filled in and contain the correct characters turn green once they have been exited; fields still to be filled in or containing errors are red.

### **Permissible characters**

The application form must be completed in full. Only Latin characters may be used. Applications containing non-Latin characters cannot be saved or printed out.

In addition to the conventional Latin characters, the following characters may be used: ÄÖÜß.+-,'. In fields requiring an email address, “@” is also permissible.

### **Entering dates**

Please enter dates in the fields requiring them according to the Gregorian calendar in the following format: DD.MM.YYYY

### **Help texts**

The help text for each field to be filled in can be accessed via the assistant . Click on “Continue” to see the help text for the next field. To close the assistant, click on the white cross.

### **Saving applications**

If you are using VIDEX for private (non-commercial) purposes, you can save the applications you have filled in on your computer by clicking on the “Save” button. The data will be saved

on your computer in the folder where you normally save data downloaded from the internet. If you wish to save the application somewhere else, select another folder in your browser. By clicking on the “Import data” button, you can upload the stored data back into the online form.

The “Scan barcode” button allows the external service provider to scan the data from the previously generated barcode so that any necessary changes to the information can also be made locally when the application is handed in. The amended application has to be printed out again and signed. Changes are therefore only possible if the applicant him- or herself (or the person with parental responsibility for the applicant, or their designated representative) appears in person and can sign the amended application.

### **Printing out the visa application**

To print out your application, click on the “Continue” button. All mandatory fields must have been filled in for the application to be printed. The following documents will be printed:

- visa application (this needs to be signed by hand after printing!),
- information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act (this needs to be signed by hand after printing!),
- barcodes with the application data encrypted by VIDEX.

### **Finalising the visa application**

It is not possible for you to submit your application online. It can only be submitted to the competent mission abroad or to an external service provider commissioned by the mission abroad.

Please bring the following documents when submitting your application:

- visa application form (this needs to be signed!),
- information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act (this needs to be signed!),
- barcodes with the application data encrypted by VIDEX,
- other documents accompanying the application. These depend on the kind of visa you require and are listed on the website of the competent German mission abroad.

### **Your competent German mission abroad**

Your competent German mission abroad is the one responsible for the administrative district in which you are legally resident.