

1. Register on the Auslandsportal / Consular Services Portal (CSP)

- Visit the [Consular Services Portal \(CSP\)](#) to create an account.
- Select the appropriate visa category and your application location.

2. Complete your Videx application form and upload all supporting documents on the Consular Services Portal

- Fill out the VIDEX application form online and upload all supporting documents via the Consular Services Portal.
- After uploading, you will be redirected to the VFS website for the payment of the service fee. Follow the instructions displayed on the website.
- Upload your payment confirmation on the Consular Services Portal.
- Once all required documents have been uploaded, submit your application for review through the portal.

3. Online review of your application

- VFS will review your application online and notify you of any missing or incomplete information.
- Make any required corrections directly on the Consular Services Portal.
- Upon completion, you will receive a notification to schedule an appointment via the VFS appointment booking portal.

4. Book an appointment on the VFS appointment portal

- Access the VFS appointment booking portal link, available through the Consular Services Portal after application review.
- Create an account on the VFS website, provide personal details, and select your preferred appointment date and time.

5. Visit the VFS Visa Application Centre

- Attend your appointment at the designated VFS Visa Application Centre.
- Submit your biometric data and pay the visa fees.
- Bring your appointment letter, passport, and any original documents listed in the document checklist.

6. Collection of passports

- Once a decision is made on your visa application by the German representation, collect your passport from the VFS Visa Application Centre or receive your passport by courier (if this service was chosen).
- Track your application status via the VFS website or through SMS notifications (if the SMS service was selected).