

1. Register on the Auslandsportal or 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, download the "Declaration of Service and Visa Fees," sign it, and re-upload it to the 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.
- Pay the applicable VFS service fees during the appointment booking process.

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 opt for courier delivery (if this service was chosen).
- Track your application status via the VFS website or through SMS notifications (if the SMS service was selected).