

Last update: September 2025

SCHENGEN VISA – TOURISM

DOCUMENTS TO BE SUBMITTED

		<u>Submitted</u>
1	VIDEX Application form – available online https://videx.diplo.de <ul style="list-style-type: none"> Fully completed in English or German and personally signed and dated by applicant 	
1a	For minors below the age of 18 <ul style="list-style-type: none"> The application form must be signed by both parents / legal guardian A form “letter of consent” signed by the parents/legal guardian must be attached Passport copies of parents/ legal guardian Birth certificate with an English translation 	
2	Hotel reservation <ul style="list-style-type: none"> Valid & confirmed hotel reservation incl. full address (name, street, city, zip code, contact information, booking ref.) Vouchers from travel agencies are not accepted as proof of accommodation Travel itinerary new 	
3	Overseas medical insurance <ul style="list-style-type: none"> Only insurance companies authorized by the German Embassy Doha are accepted Valid for entire duration of period of first stay and valid for all Schengen states Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted) For multiple entry visas: a signed form ‘Declaration on Travel Health Insurance’ must be Submitted	
4	Letter from local employer/sponsor (not older than one month) must include (not for QAT Nationals) <ul style="list-style-type: none"> Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration Name, postal address, telephone number, position of employee Salary income of applicant Attached copy of Company Registration/computer card showing legal representative(s) 	
5	Accompanying domestic workers (not for QAT Nationals) <ul style="list-style-type: none"> must have resided in Qatar not less than one year and worked for the same employer since at least 6 months Stamped original and copy of employment contract registered with the competent Qatari labor authorities 	
6	Proof of financial means of applicant (not for QAT Nationals) <ul style="list-style-type: none"> Original stamped and signed personal bank statements (current and savings) with salary income (minimum last 3 months and not older than 2 weeks from the day of submission) NOTE: In case financial means are provided by a relative in direct line (parent/child) or spouse, please submit birth certificate or marriage certificate with an English translation to prove the relationship	
7	Photocopies <ul style="list-style-type: none"> 1 copy of passport pages with personal data and signature of passport holder 1 copy of Qatari residence permit IMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar) 	
8	Fees: 90 EUR at the current exchange rate in QAR	

I. REMARKS to be filled out VFS staff (please tick what is applicable):

✓ Applicant's documents are ☐ complete

☐ **NOT** complete - applicant has been informed of option to withdraw application to avoid possible re- fusal but wishes to submit application

☐ **NOT** complete - applicant will submit missing documents within 48 hours to VFS

☐ **YES** - The applicant has been informed of the maximum processing time of 15 days and that he may not be able to arrive on time.

Other Remarks (VFS)

II. SIGNATURES and AGREEMENT

THE APPLICANT HAS BEEN INFORMED OF THE ABOVE REMARKS.

.....
City and Date

.....
Signature VFS Staff