

- GENERAL INSTRUCTION FORM – INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

All information leaflets and checklists have been generated by the Embassy of the Federal Republic of Germany in Doha. They are valid for visa applications in Qatar if **Germany, Austria, Finland or Slovenia** is your main destination. Applicants are requested to read it carefully and observe the regulations as stated below.

The German Embassy exclusively authorized the Visa Application Center operated by VFS Global Services to receive applications.

The German Embassy in no way cooperates with any other party or individuals or endorses their actions.

We advise you not to use the services of any intermediaries or agencies or individuals for preparing your application or preparing documents you are asked to submit with your application.

Applications have to be filled using the online VIDEX application (<https://videx.diplo.de>). Applicants are requested to double check all entries in the written application prior to submission. The provided data must be correct. Responsibility for all given information lies within the applicant himself.

- Only complete applications according to the checklists will be accepted; non-submission of necessary documents may result in refusal of the application.
- The German Embassy Doha reserves the right to request additional documents and/or ask applicant to come for an interview at any time.
- False or falsified documents, incl. fake bookings, will result in refusal of visa and/or further consequences.
- All visa fees must be paid upon submission of the application. The application, passport and visa fee will be forwarded to the German Embassy within one working day after submission. The service fee remains with VFS Global Service.
- According to the Schengen Visa Codex applicants are requested to **apply up to 6 months prior but not later than 15 calendar days** before the intended date of travel. The processing time for visa applications can take up to **45 days**. The German Embassy and VFS Global Service are committed to keep the processing time to a minimum. You can track your visa status online <https://visa.vfsglobal.com/qat/en/deu/track-application>
- During the entire processing period the passport must remain with the German Embassy. Passports may only be withdrawn when presenting a written request by the applicant to the Embassy.
- For holders of visa with one or more years validity the period of stay in the Schengen area may not exceed 90 days per 180 days.
- Visa extensions within Germany are generally NOT possible.
- Applicants may not apply for permanent residence in Germany while holding a Schengen visa (type "C").

- The German Embassy may issue a visa with a shorter validity without prior consultation with the applicant.
- If you already had your fingerprints taken during the past 5 years you do not have to apply in person. However, if biometric capturing of your fingerprints failed or has been compromised due to technical problems, you will be contacted by the German Embassy or by VFS-Global respectively.

I hereby agree to receive any information on my visa application by e-mail.

YES

NO

Declaration on Travel Health Insurance

Having been provided with the relevant information by the German Embassy Doha, I hereby declare:

"The enclosed travel health insurance policy is proof of the required travel health insurance cover for the duration of my first stay in the Schengen area. I expressly declare that I have been informed that for every future stay in the Schengen area I must take out a travel health insurance policy which fulfils the criteria given by the Embassy, and that I must always carry with me proof of insurance cover in the original for presentation on request during any border controls."

Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act)

A foreigner can be expelled if he or she has furnished false or incomplete information in order to gain a German residence permit or a Schengen visa.

The applicant is obliged to provide all information to the best of his or her knowledge and belief. If he or she refuses to provide data or knowingly furnishes false or incomplete information, the visa application may be refused or, if a visa has already been issued, the applicant may be expelled from Germany. In signing this document, the applicant certifies that, before submitting the application, he or she was informed of the legal consequences of refusing to provide data or furnishing false or incomplete information in the visa application process.

Name: _____

Passport Nr.: _____

Doha, _____(Date) _____(Signature of applicant)