

- NATIONAL VISA INSTRUCTION FORM - **INFORMATION FOR THE APPLICANT** **ON TERMS AND CONDITIONS OF THE VISA PROCESS**

If you plan to live longer than 90 days in Germany, you are requested to apply for a national, long-term visa (category D). In order to grant the visa, the approval by the Foreigner's Office ("Ausländerbehörde") at your intended residence in Germany is mandatory. Hence the processing time of your visa application can vary between 4 to 12 weeks for most cases.

A national, long-term visa will be accorded for the specific purpose of residence (e.g. Study, Family Reunion) for a period of 90 days. After entering the Federal Republic of Germany, you are requested to contact immediately the Foreigner's Office at your residence in order to request the issuance of your residence permit.

A national, long-term visa allows you to stay in Germany and to travel freely within all member states of the Schengen Agreement (including airport transit), while you live in Germany.

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.

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

Please book your appointment online on www.doha.diplo.de

In case of questions or concern send an email to visa@doha.diplo.de

- An application for a national visa must always be made in person
- All supporting documents must be submitted in 3 sets (1 original and 2 sets of copies in the same order as outlined in the checklist). Original documents will be returned to the applicant after processing of visa data at the Embassy.
- Documents which are not in German or English language require a translation.
- Please note that foreign certificates may require legalization or to be endorsed with an Apostille. All documents must be legalized prior to your visa application. For confirmation please consult the website of the German mission in the country in which the document was issued.
- The processing time for the visa takes usually 4 to 12 weeks. The German Embassy is committed to keep the processing time to a minimum. Applicants are requested to apply at least 3 months prior to their intended departure to Germany in order to ensure the completion of the process and to avoid disappointment.
- Incomplete applications or non-submission of necessary documents may result in refusal of the application.
- False or falsified documents will result in refusal of visa and/or further consequences.
- Visa fees must be paid upon submission at the Embassy.
- The German Embassy Doha reserves the right to ask for additional documents and /or call applicants for an interview at any time.

- Once a visa has been issued, the purpose of the trip may not be amended.

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.

I agree to being contacted by the Embassy by email under the email address given in my application.

Name: _____

Passport Nr.: _____

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