

Last update September 2023

SCHENGEN VISA - TOURISM

for NON - Qatari nationals

I. DOCUMENTS TO BE SUBMITTED

		<u>Submitted</u>
1a	VIDEX Application form – available online https://videx.diplo.de free of charge <ul style="list-style-type: none"> Fully completed in English or German and personally signed and dated by applicant 	
1b	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	General instruction form <ul style="list-style-type: none"> Personally signed and dated by the applicant 	
3	Passport <ul style="list-style-type: none"> Validity of a minimum of three months from the date of expiry of the requested Visa Signed by passport holder Passport not older than 10 years (issued within the last 10 years) A minimum of two blank pages to be used for visas Previous passport if applicable IMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar) 	
4	One <u>recent</u> biometric passport sized photograph (3.5x4,5 cm) <ul style="list-style-type: none"> Must <u>not</u> be older than 6 months with bright background and frontal view of the face Digitally altered passport Photos cannot be accepted Do not glue or staple the photos to the application form 	
5	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 Copies of previous Schengen visa 	
6	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 	
7	Flight reservation and accommodation <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 Valid & confirmed flight reservation 	
8	Letter from local employer/sponsor (not older than one month) must include <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) 	
9	Proof of financial means of applicant <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) <p>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</p>	
10	Accompanying domestic workers <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 	

	<ul style="list-style-type: none"> Duly filled out letter of guarantee signed by sponsor –Attention- Sponsor must be present at VFS to sign the guarantee in front of VFS Staff and present original QID and Passport! Passport copy of sponsor and copy of his/her Schengen visa if applicable <p>Kindly note that the German Embassy Doha reserves the right to request additional documents and/or ask applicant to come for an interview at any time.</p>	
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II. REMARKS to be filled out VFS staff (please tick what is applicable):

- ✓ Applicant travels ☐ alone
☐ with family member/s
☐ with a group as(please specify e.g. colleague, escort, sponsor)
- ✓ 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
- ✓ Applicant's travel date is less than 15 days ☐ no ☐ **YES** - applicant has been informed about the processing time and that he/she might not be able to travel to the intended date

Remarks:

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III. SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE

.....
City and Date

.....
(signature of applicant)

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT

.....
City and Date

.....
(signature VFS Staff)