

Last update February 2023

## **SCHENGEN VISA - Visit** **for NON - Qatari nationals**

### I. DOCUMENTS TO BE SUBMITTED

		<b>Submitted</b>
1a	<b>VIDEX Application form – available online <a href="https://videx.diplo.de">https://videx.diplo.de</a> free of charge</b> <ul style="list-style-type: none"> <li>Fully completed in English or German and personally signed and dated by applicant</li> </ul>	
1b	<b>For minors below the age of 18</b> <ul style="list-style-type: none"> <li>The visa application form must be signed by both parents</li> <li>A form "letter of consent" signed by the parents/legal guardian must be attached</li> <li>Passport copies of parents/ legal guardian</li> <li>Birth certificate with an English translation</li> </ul>	
2	<b>General instruction form</b> <ul style="list-style-type: none"> <li>Personally signed and dated by the applicant</li> </ul>	
3	<b>Passport</b> <ul style="list-style-type: none"> <li>Validity of a minimum of three months from the date of expiry of the requested Visa</li> <li>Signed by passport holder</li> <li>Passport not older than 10 years (issued within the last 10 years)</li> <li>A minimum of two blank pages to be used for visas</li> <li>Previous passport if applicable</li> <li>IMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar)</li> </ul>	
4	<b>One recent biometric passport sized photograph (3.5x4,5 cm)</b> <ul style="list-style-type: none"> <li>Must <b>not</b> be older than 6 months with bright background and frontal view of the face</li> <li>Digitally altered passport Photos cannot be accepted</li> <li>Do not glue or staple the photos to the application form</li> </ul>	
5	<b>Photocopies</b> <ul style="list-style-type: none"> <li>1 copy of passport pages with personal data and signature of passport holder</li> <li>1 copy of Qatari residence permit</li> <li>Copies of previous Schengen visa</li> </ul>	
6	<b>Overseas medical insurance</b> <ul style="list-style-type: none"> <li>Only insurance companies authorized by the German Embassy Doha are accepted</li> <li>Valid for entire duration of period of first stay and valid for all Schengen states</li> <li>Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted)</li> </ul> <p>For multiple entry visas: a signed form 'Declaration on Travel Health Insurance' must be submitted</p>	
7	<b>Flight reservation</b> <ul style="list-style-type: none"> <li>Valid &amp; confirmed flight reservation</li> </ul>	
8	<b>Letter from local employer/sponsor (not older than one month) must include</b> <ul style="list-style-type: none"> <li>Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration</li> <li>Name, postal address, telephone number, position of employee</li> <li>Salary income of applicant</li> <li>Attached copy of Company Registration/computer card showing legal representative(s)</li> </ul>	
9	<b>Verification of purpose of visit:</b> <ul style="list-style-type: none"> <li><b>Original and duplicate of formal obligation, signed at the foreigner's office by the host in Germany</b> with guarantee to cover <b>all</b> costs of applicant during his/her stay in Germany in accordance with §§ 66-68 of the Law of residence (formal obligation must not be older than 6 months from the date of application) sent directly to applicant; <u>and /or</u></li> <li><b>Personalized original invitation letter from the host in Germany/Schengen</b> incl. full address of host and applicant's purpose of visit <u>and</u></li> <li>Passport copy of host in Germany/Schengen State and copy of his/her residence permit for Germany/Schengen State if applicable</li> </ul>	
10	<b>Proof of financial means of applicant</b> <ul style="list-style-type: none"> <li>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)</li> </ul> <p><b>NOTE:</b> 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>	

11	<b>Accompanying domestic workers:</b> <ul style="list-style-type: none"> <li>• must have resided in Qatar not less than one year and worked for the same employer since at least 6 months</li> <li>• Stamped original and copy of employment contract registered with the competent Qatari labor authorities</li> <li>• Duly filled out letter of guarantee signed by sponsor</li> <li>• Passport copy of sponsor and copy of his/her Schengen Visa</li> </ul> <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 refusal 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)