



## Information regarding the Visa Processing for Applications for a Visitor's Visa for the Federal Republic of Germany

The Embassy is obliged to check - within the framework of the visa application - among other things the applicant's purpose of travel and willingness to return to his/her home country. The Embassy can fulfill this obligation only, if the applicant submits his/her application personally in the Embassy. Therefore the **personal appearance of each applicant (12 years and older) is mandatory**.

### Please note the following:

The German Embassy Manila **does not accept incomplete applications** – if an application is submitted without the ascertainable documents for the purpose of travel, **the application will be turned away at the visa counter** and you will be requested to set a new appointment for your visa interview.

The Embassy **does not** assume the responsibility of the distribution of unasked for documents sent in by regular mail, fax or email.

**All the documents itemized below are to be submitted by the applicant during his/her personal interview. The processing time is 1 (one) week from date of interview (as a rule).**

The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application:

### 1. Your identity as a traveler:

- Your original passport, which must be valid for at least another **3 months** upon the conclusion of the travel and must contain **two empty pages** and one Xerox copy of the passport, and further valid / invalid passports, and
- Two** current passport pictures (for picture format see [Information about passport pictures](#)).

### 2. Your Visa application form:

- One fully completed application form signed by your own hand ([online](#)) and
- [Declaration](#) according to § 54 AufenthaltsG, fully completed and signed by your own hand

### 3. Your purpose of travel:

- Proof of relationship with the sponsor (e.g. birth- / marriage certificates, which substantiate the kinship, relationship or friendship). Written correspondence between you and your sponsor, proof of telephone connections and other evidence of relationship between you and your sponsor and
- If no formal obligation is submitted: An informal invitation by the host, in which information is given regarding the host's exact address of residence, the purpose of travel and the full duration of travel and stay. and
- Details regarding the means of travel for the outward - and return journey (details regarding the airline), no flight reservation is needed

### 4. Visa fee:

- Children up to 6 years no fee payable in Philippine Pesos (cash) at
- Children from 6 to 12 years € 35 the current exchange rate
- Applicants older than 12 years € 60

## 5. The financial coverage of the cost of your travel and stay

- Statements of your account(s) for the **previous six months**, with a confirmation by the bank or
- Formal Obligation (original and a Xerox copy) according to §§ 66-68 of the German Residence Law, given by your host at the aliens authority "Ausländerbehörde" in Germany that is responsible for his / her area of residence.

## 6. Your travel health insurance:

- Travel health insurance, which is valid for all Schengen-States and the full duration of stay for which the visa is applied for, with a minimum coverage sum of 30,000 Euros. Philippine insurances must be accredited and given in the original with a Xerox, German insurances are accepted as a Xerox, Fax or scan.

## 7. Your rootedness in the Philippines:

- If you are **employed**: Proof of your employment, i.e. most recent income tax return, certificate of employment (including your employer's full name, complete address and telephone number with area code details regarding your position or professional designation, income, duration of the working relationship); letter of approved leave of absence signed by your employer or
- If you are **self-employed**: proof of registration and commercial activity of your company in the Philippines, e.g. income tax returns, bank certificates, documents of the company accounts or other. or
- If you are a **pupil/student**: School certificate / University certificate; proof of enrollment (for students), if applicable: letter of exemption from studies and
- If you own real estate property, e.g. original land title, deed of sale

## 8. Additional documents for children below age 18:

- Personal appearance of both parents (if residing in the Philippines) during submission of the visa application with valid ID (passport or driver's license)
- Original Birth Certificate of the child, issued by the Philippine Statistics Authority (PSA – former NSO) on Security Paper (SECPA) and
- If traveling without both parents:**
  - Declaration of consent by the legal guardian(s), signed in front of a German consular officer as well as
  - Passports of the legal guardian(s) (original and Xerox copy of the data page) or
  - Proof of legal custody (for minors with parents whose marriage was dissolved/ annulled) or
  - Death certificate of the other parent or
- Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information. The according proof should be carried along and submitted to the border control.

\*If the person(s) having care and custody of the child is resident abroad, a declaration of consent, given before the responsible German (honorary-) Consul must be submitted. If the person(s) having care and custody of the child live(s) in Germany, this declaration must be given before a German Notary public or the responsible aliens authority (Ausländerbehörde).

**The Embassy reserves the right to request further documents.**

**Please Note\***: Although the information in this information sheet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.