

CHECKLIST - GERMANY

Embassy of Germany in Manila



This checklist is only applicable if you are fully vaccinated against Covid-19!

VISA TYPE	TOURIST VISA	
Please submit the documents in the exact order given below, please do not staple any documents		
DETAILED REQUIREMENTS		NOTES
1	Original valid passport	
2	Visa application form	
3	2 Passport size photographs (link)	
4	Round trip flight reservation	
5	International travel insurance: With Covid Coverage	
6	Proof of accommodation in Germany / Schengen member states	
7	Travel Itinerary	
8	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the Bank. <ul style="list-style-type: none">• If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be clearly mentioned)<input type="checkbox"/> Income tax return or Form 2316• If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business<input type="checkbox"/> Income tax return<input type="checkbox"/> Business financial statement• If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrolment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
9	Evidence of Funds <ul style="list-style-type: none"><input type="checkbox"/> Bank certification, bank books<input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last 6 months	
10	Other proof of rootedness: <ul style="list-style-type: none">• If you own any land, cars, properties, land titles, etc. bring the original documents as well as their photocopies.	
11	Traveling with spouse and/or child/children:	

CHECKLIST - GERMANY

Embassy of Germany in Manila



	<ul style="list-style-type: none">• Marriage contract and birth certificate(s) of the child/children	
12	Personal Documents <ul style="list-style-type: none">• Birth Certificate / Valid government issued Ids	
13	Minors <ul style="list-style-type: none">• Affidavit of support and consent of parents (legal guardians)	
14	Proof of Vaccination <ul style="list-style-type: none">• Vaccination Certificate or Card	
15	Embassy Visa Fee: *Rates are subject to change without prior notice* 80 euros (€), or about 4,704 (PHP) / 40 euro (€) for 6-12 years old Biometrics Fee: Agency Visa Fee: PHP 5,500 Adult PHP 3,000 Child / Infants Reservation Fees: PHP 2,500 / Per reservation services	

Important Note/s:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Germany reserves the right to ask for **additional documents** and/or for a **personal interview** and verify the content and truth of the documentation presented.

Processing Time:

- Applications shall be lodged no more than three months before the start of the intended visit.
- Applications shall be decided on within 10 to 15 working days after the embassy scheduled appearance.

Germany Embassy Manila

RCBC PLAZA BRANCH & ATM

6819 Ayala Ave, Makati, Metro Manila

Address:	RAMON RODRIGUEZ BUILDING, DOLORES JUNCTION CITY OF SAN FERNANDO, PAMPANGA 2000		
Contact Details:	+63 915 725 7275 +63 999 993 4017	Landline:	+63 45 300 5541
Email:	reservation.grandsontravel@gmail.com	Website:	https://www.grandsontravelandtours.com/
Facebook:	https://www.facebook.com/grandsontravelandtour		