

## SHORT-STAY FAMILY / FRIENDS VISIT VISA (LESS THAN 90 DAYS)

### LIST OF DOCUMENTS

#### General information

It is strongly recommended to submit a complete set of documents as per the below list of requirements in order to avoid delays in visa processing.

The decision to approve or refuse a visa is entirely up to the Diplomatic Mission.

Please note: The Diplomatic Mission might request you to submit missing / additional documents that may prolong the processing time.

All documents must be **recent, not older than 1 month** and need to be provided for every Schengen application.

Applicants must always **bring and present their original documents together with the photocopies.**

**All documents that are not issued in German, English, Spanish or French require translation into German or English.**

#### List of documents

- **Printed Visa Application form (original)**

*Print Videx short-stay online application form including the barcode page (page 7) and sign the form on page 5 and page 6. (Application form is required for each applicant; all children also require a separate application forms). Please ensure that ALL information inputted within the Videx application form is accurate and corresponds with the documentation provided on date of appointment.*

- **Valid original passport signed by the holder**

*Signed by the holder, issued within the last 10 years and valid for at least 3 months after the end date of the trip to the Schengen member states with at least 2 subsequent blank pages.*

- **One photocopy of the passport's bio data page**

- **UK Residence permit (original) and UKVI outcome letter (please see the below)**

*Issued as a biometric card (BRP) or endorsed in the passport. Must be valid for at least one month after the end date of the trip to the Schengen member states. **C-type visitor visa is not acceptable.***

- *If your BRP expires on 31 December 2024: **you must submit the UKVI outcome letter** confirming until when you have been granted permission to stay in the UK. Please also provide the share code for your ["right to work"](#) or ["Prove your immigration status"](#).*
- *If you hold a UK Residence Card for EU/EEA family members issued before Brexit: **you must provide the share code for your EU Settlement Scheme status**. The printout is available from UKVI's ["Prove your immigration status"](#)*
- *If you have not been issued a biometric residence card, please provide the share code for either your EU Settlement Scheme status or your immigration status. The printout is available from UKVI's ["Prove your immigration status"](#)*

- **One photocopy of the current UK residence permit (front and back) or endorsement**

- **2 Biometric Passport Photos (original)**

*35 x 45 mm, no older than months, on white or off-white background. Digitally altered passport photos cannot be accepted. (Please Review the [sample photos](#) to see examples of acceptable and unacceptable photos./ Please also ensure that anything other than white is worn on the photo)*

**❓ Evidence of sufficient funds**

*o United Kingdom bank account statements in your name showing movements over the last three months, as a minimum, and current balance showing at least £40 per day for the entire duration of stay. If the bank statement is over one week old, a printout of the recent transaction history must be provided.*

*o The statement must contain information on monthly limit or spending cap. The statement must also indicate the card holder's name and address.*

*o The bank balance must also include the cost of tickets and accommodation (if not paid).*

*o **OR** a formal obligation letter ("Verpflichtungserklärung"). This formal obligation letter can be obtained at the local immigration office in Germany ("Ausländerbehörde"). This document does not sponsor you but may cover your expenses.*

▪ **Confirmed return airline/ ferry/ train ticket**

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*o Confirmed return travel tickets: mentioning the applicant's name and travel dates to & from the Schengen area. If travelling within Schengen countries, you must provide travel tickets showing proof of travel.*

*o When booking a ticket, please be aware that filing a complete application does not guarantee that a visa will be granted. It may be advisable to book a fully refundable ticket.*

▪ **Invitation from your host in Germany**

*o Accommodation provided by family/friends in Germany: Informal, recent (dated within one month), signed and dated invitation letter provided by your host in Germany confirming travel period and address of stay, along with a copy of host's valid passport's bio page and host's valid permit of stay in Germany, if host is non-EU citizen*

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▪ **Confirmation letter of employment/ student status/ unemployment/ pension.**

*o Employee: Recent (within one month) signed employment letter AND 3 months recent pay slips*

*o Self-employed person: recent (within one month) letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, contact details and position of signatory and registration number in the United Kingdom) confirming self-employment or business ownership in the United Kingdom. The letter must also state the amount of remuneration drawn monthly or annually from the company. Self-assessment form submitted to revenue and customs authorities.*

*o Student: letter from school, college or university confirming the student's status.*

*o Unemployed/retired: letter from Universal Credit, pension letter or proof of benefits received (last 3 months UC statements)*

▪ **A travel health insurance policy**

*Must show the applicant's name, has cover of at least €30,000, valid for all Schengen member states and must cover*

*the entire period of the applicant's intended stay in the Schengen area. (EHIC OR GHIC card not sufficient)*

▪ **Proof of address in UK** (i.e. latest council tax bill, utility bill, bank statement, pension certificate or similar)

▪❓ **If sponsored by spouse/parent/adult child**

*o Marriage/Birth certificate original and copy (if this document was issued outside the EU and is not in English*

*or German, then it should be translated by a certified translator)*

*o Sponsor's passport (copy)*

*o Sponsor's proof of funds*

*o Sponsor's proof of occupation*

*o Signed confirmation of support by your spouse/parent/adult child*

#### **ADDITIONAL DOCUMENTS FOR MINORS**

##### **Additional documents required for spouse/ parent/ adult child:**

- ☐ **Separate application form for each child**
- ☐ **Applications need to be signed by both parents / all guardians**

*Should one parent / guardian be unable to sign, please provide additional information. If sole custody has been awarded to one parent, please provide evidence.*

- ☐ **Original passports of both parents and copy or certified copy of biodata page of the passports**
- ☐ **Original birth certificate of each child and copy** *(if this document was issued outside the EU and is not in English, German, Spanish or French, then it should be translated by a certified translator)*
- ☐ **United Kingdom school certificate, if applicable**

##### **Important travel notice for unaccompanied minors:**

We strongly recommend that **a declaration/ letter of consent signed by both parents** be provided authorizing the minor to travel and stay in the territory of the Schengen member states and appointing a person that will be responsible for them while travelling.