



## SCHENGEN VISA

Which documents you need to submit depends on your travel purpose. Please always submit the General Requirements. In addition, submit the documents required for your purpose of travel. Minors must submit additional documents.

Include a copy of all original documents submitted with the application.

### Please note:

- The Consulate General can request more documents than those submitted by the applicant.
- Applications must be lodged in earliest 6 months till latest 15 days prior intended travel date
- Submitting the required documents does not guarantee automatic issuance of the Schengen visa.
- All documents submitted in any other language than English or German have to be translated into German or English by an officially recognized translator.
- Please be informed that knowingly providing false information during the visa process will result in denial of your application.
- Ensure that your application is complete. Incomplete applications may result in rejection of the visa.

### General Requirements

- fully completed [application form](#) (write "N/A" in boxes that do not apply to you)
- one recent passport size photograph with light coloured background do not attach to the application form (ICAO standard)
- valid passport issued within the last 10 years and valid for at least 3 months after return from the Schengen area with at least two empty pages
- one copy of the passport's bio-data page
- flight Itinerary indicating the travel reservation from transport company or travel agent; itineraries must clearly indicate name and date of travel out of and return to the country of origin
- recent bank statement indicating applicants name and address showing transactions for at least the last three months from the date of application
- Proof of health insurance with a minimum cover of EUR 30.000,00 in each of the following subcategories: **Urgent medical treatment, hospitalization, repatriation for medical reasons, repatriation of mortal remains and funeral expenses**. Please provide the certificate of insurance, the table of benefits and the relevant pages of the PDS. The insurance must be valid throughout all Schengen countries and for the entire duration of your stay. COVID-19 treatments have to be covered. The certificate of insurance must be issued by an insurance company operating in Australia or within the EU.
- The fee of 80.00 EUR to be paid in AUD cash or credit card. The AUD amount can vary according to the exchange rate of the Embassy. For children between the age of 6 and



12 years the fee is 40.00 EUR. Visa fees are non-refundable. Children under the age of 6 years are exempt of Schengen visa fee. The visa fee is also waived for applicants married to an EU national or parents of minors with EU nationality while exercising their right to free movement. Please include the original marriage or birth certificate as well as a certified copy of the spouse's or child's EU passport.

- Proof of visa status in Australia VEVO verification not older than 14 days. The VEVO must state your current passport number and must show that your Australian visa is valid for multiple entries to Australia until at least 3 months after your departure from the Schengen area. (*only applicable if you are residing in Australia*)
- letter of employment (employed applicants only) a recent (maximum of two weeks prior to appointment date) signed letter of employment on employers' letterhead indicating as a minimum, job title, salary, period of employment, employment status and approved period of leave/vacation
- a prepaid, waterproof plastic satchel from Australia Post (preferably Express Post Platinum or Express Post Parcel with signature on delivery) with your address – unless the passport will be collected directly at the Consulate-General Sydney
- recent certificate of business registration (self-employed applicants only) original marriage certificate as well as original ID/passport of spouse (*married applicants only*)

#### **Tourism**

- Hotel booking for the whole duration of the intended stay

#### **Visiting family/friends**

- signed invitation letter, ID/Passport of host
- declaration of obligation (Verpflichtungserklärung) (*if sponsored by a private host*)

#### **Business trip**

- Hotel booking for the whole duration of the intended stay
- Invitation letter from the company in the Schengen area stating who is invited, for how long and for what purpose.
- If the trip is company-financed, confirmation from the management of the company stating that all costs related to the business trip will be covered.

#### **Study trip**

- Letter from the educational establishment in the Schengen area stating confirming enrolment; Student card or copy of the matriculation at the university
- Proof of solvency for example: sponsor letter and bank statements of parents

#### **Cultural/sport event**

- Invitation letter from the organisers of a cultural/sports event stating who is invited, for how long and what purpose



- If the trip is financed by the organiser, confirmation from the organiser stating that all costs related to the trip will be covered.

**Additional documents to be submitted by minors:**

- Minors (under 18 years of age) must be accompanied by at least one parent when the visa application is made;
- Minor's official birth certificate and one copy;
- Parents' passports and one copy of their passport's bio-data page;
- If the minor is travelling accompanied by only one parent or legal guardian, notarised written consent and a copy of the passport bio-data page of the other parent/guardian must be provided;
- If the minor is travelling accompanied by persons other than parent(s) or legal guardian(s), written consent of the legal guardian(s) for the planned journey with a certified signature and parents' passports and copy of the parents' passport bio-data page;
- In cases where the whereabouts of one parent is not known (e.g. the parent is missing) a notarised affidavit of the parent applying on behalf of the minor(s) should be presented stating that he/she is the only known parent.

**Applicants not residing in Australia**

Residents of Nauru, Vanuatu and Solomon Islands can apply via courier service if they have given their biometrics via the last 59 months. Please contact the Consulate General for more information.