



TOURIST VISA

MARCH 2018

General information:

- You are a resident of Namibia planning to travel to Europe as a tourist? You can apply for a short term visa at the Embassy of Germany in Windhoek if your **main destination is Germany, Austria, Belgium, France, Greece, Hungary, Luxembourg, Malta, Netherlands, Switzerland.**
- Please note that the application has to be submitted **personally** (including minors) and cannot be submitted earlier than 3 months before the travel date.
- Each applicant must submit a **separate and complete** set of the documents.
- The application will usually be **processed within 7 working days** upon submission of your complete visa application. Please note that for some nationalities processing time can take up to 15 working days.
- The **visa application fee** for an adult is the equivalent of EUR 60.00 in NAD, for children EUR 35.00 in NAD. This non-refundable charge is payable in cash or by credit card when applying.
- **Original** documents must be submitted with **1 copy**.
- Further documentation may be requested in each individual case.
- To apply for the visa you need an **appointment** which has to be **booked online** – make sure your documentation is complete and sufficient processing time until the planned time of travel is left.
- Appointment bookings can be made at:

https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=wind&request_locale=en

Please submit the following documents in original plus 1 photocopy (**complete** applications only!)

- 1 duly completed visa application form (please ensure that you sign the form)
- 1** recent passport **photographs** according to **biometric specifications** (see sample photos)
- Original passport or travel document** valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport / travel document must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a **photocopy** of a) the passport data page, b) previous Schengen visas within last 3 years and c) valid USA/UK visas if available.
- Proof of legal residence in Namibia**, valid for at least 3 months beyond the intended date of departure from the Schengen territory. **Original plus 1 photocopy** of Permanent Resident card and re-entry permit.
- A reservation for a round-trip airline ticket** with the applicant's name.

- **A travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip in the Schengen area, reservation receipts, vouchers, tour descriptions.
- **Travel / medical insurance** (coverage for medical expenses: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company are recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule / certificate.
- **A letter from the applicant's employer** confirming the holiday granted. Original and copy of the letter confirming employment, duration of recruitment, status, income and upcoming leave. If you are self-employed, provide current printout of business registration.
- **Proof of the applicant's financial circumstances** (3 months of bank book statements, bank account statements or fixed deposit statements) from a local account. Statements need to have a bank letter head with the name of the account holder. Online transaction records without account holder's names and not on bank letter head are **not accepted**.

SPECIFIC REQUIREMENTS FOR MINOR TRAVELLERS (ON TOP THE ABOVE MENTIONED DOCUMENTS)

- For minors (below 18), both parents / legal guardians must apply in person and must sign the application form and give their written consent. If either one or both parents are not travelling, a consent letter signed by the parent(s) not travelling, certified by a commissioner of oath, is required. If parents / legal guardians are not present in Namibia their written consent should be legalized by the relevant German embassy, in the place of residence of the parents / legal guardians.
- For minor applicants intending to travel without their parents/legal guardians, the application has to be submitted by parents / legal guardians who must present the minor's long version original plus one copy birth certificate. Birth certificate needs to state both the names of father and mother.
- Students must provide proof of enrolment at an educational institution. Original letter from the school, signed and dated is needed.

VISA APPLICATION: by online appointment only