



# Visa for visiting family and friends

Last update: July 2021

## General information:

- The applicant (Namibian citizen or foreign citizen with a valid residence permit for Namibia) can apply for a short term visa for visiting family and friends, if the **main destination is Germany, Austria, Belgium, France, Greece, Hungary, Luxembourg, Malta, The Netherlands or Switzerland.**
- Please note that the application has to be submitted **personally** and only **by appointment at the service Provider TLS**. It cannot be submitted earlier than 6 months before the date of travel.
- The application will usually be **processed within 15 days** upon submission of the complete visa application. Therefore, applicants are strongly encouraged to apply well in advance of their actual travel dates.
- If the travel date is imminent or lies within two weeks of the application date, please postpone the trip. In general, neither the German Embassy nor the Service Provider is able to expedite the process.
- The **visa application fee** is the equivalent of EUR 80.00 in NAD. This non-refundable fee is payable in cash or by credit card when applying.
- Each applicant must submit a **separate and complete** set of the documents.
- **Original** documents must be submitted with **1 simple copy**.
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

**Please read the following checklist, fill in the application form completely and provide the original documents plus 1 simple copy (only complete applications can be processed!)**

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- 1 duly completed **visa application form**
  - please open the online application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
  - fill it in fully and correctly in English or German
  - download the completed form as a PDF-file, then
  - print it
  - date and sign it
- 1 **recent passport photograph** according to biometric specifications
- **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 copy of a) the passport data page, b) previous Schengen visas within last 3 years and c) valid USA/UK visas if available.
- For non-Namibian citizens: Proof of legal residence in Namibia, which allows reentering Namibia upon the end of the journey. Original plus 1 copy of Permanent Resident card and re-entry permit.
- A **letter of invitation** from the person the applicant is visiting in Germany, which may take the form of sponsorship or private accommodation. The invitation letter should include the address, period of stay and contact information of the host. If applicable, a confirmation that the cost is covered by the host is needed. The invitation letter together with a copy of the **German passport / ID / resident permit** of the inviting person has to be submitted along with the application form. For the period the applicant is not staying with the host while in Germany and / or travelling to other Schengen countries a **travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip in the Schengen area (no final booking needed).
- A **reservation** for a round-trip airline ticket with the applicant's name (no final booking needed).
- A **letter** from the applicant's employer confirming the holiday granted. Original of the letter confirming employment, duration of recruitment, status, income and upcoming granted leave.
- Self-employed applicants must provide current printout of business registration.
- Proof of the applicant's **financial circumstances** (3 months of bank 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 or a formal obligation letter (Verpflichtungserklärung) of the sponsor (if applicable).
- **Travel/medical insurance** (coverage for medical expenses/repatriation: 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 must be 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.

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 oaths, is required. If parents / legal guardians are not present in Namibia their written consent should be legalized by the relevant German Mission, 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 unabridged 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.