



VISA FOR VISITING FAMILY AND FRIENDS

MARCH 2018

General information:

- You are a resident of Namibia planning to visit family and friends in Europe? 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 **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, hotel reservation is required (no final booking needed).
- A **letter from the applicant's employer** confirming the holiday granted. **Original 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.
- A **travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip in the Schengen area.
- A **reservation for a round-trip airline ticket** with the applicant's name.
- **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.
- **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