



STUDENT APPLICANT'S VISA

AUGUST 2018

General information:

- If you wish to study at a college or university in Germany you are required to obtain a residence permit. This residence permit must be issued before you enter the country.
- Processing of the visa takes **about 10 to 12 weeks** upon submission of complete documents. The residence permit can be issued only upon approval by the competent authorities in Germany. You will receive a prompt notification upon completion of the processing. We ask that no status request is made if the required 10 weeks processing period has not yet passed.
- After the application has been approved, the German Embassy will issue a residence permit in a form of a visa with the duration for the first 90 days. A final residence permit for the whole duration of your course will be granted in Germany by the Aliens Authority. The Aliens Authority requires all residence permit holders to register upon their first arrival.
- It is recommended that at no time a flight ticket should be purchased until a visa has been granted.
- The fee for the processing of the visa application is the equivalent of EURO 75.00 in NAD (This non-refundable charge is payable in cash or by credit card when applying).
- Please prepare **two identical application sets** with **all** the following documents. Copies will not be made by the Embassy.
- This fact sheet is regularly updated but makes no claim to be complete.
- **Please note** that the German Embassy has the right to ask for additional documents at any time during processing. Submission of the following documents does **not** guarantee that a visa will be granted.

Please submit the following documents in original plus 2 photocopies.

Incomplete documentation may result in the rejection of your application.

- duly completed visa application forms (please ensure that **you sign** the forms)
- passport** (valid at least 3 months longer than the intended stay, at least 2 free pages, not older than 10 years)
- copies of your **passports data page**
- copies of your **Namibian residence permit**, e. g. work permit, study permit, etc. – if applicable
- 2** recent passport **photographs** according to **biometric specifications** (see sample photos)
- proof of correspondence** with German university or Uni assist
- proof of qualification to be accepted at a German university - recognized entitlement to **university admission** (e. g. high school **diploma** or **graduation examination certificate**), check [Anabin](#)
- letter of motivation** providing information on the planned course of action to find a university place (sector, region, intended place of residence / accommodation etc.)
- evidence of previous **academic performance**
- curriculum vitae** and **degree certificate**

- proof of **German language** knowledge (if lectures being held in German language; if lectures will be held in English language a confirmation from the university)
- **proof of housing** in Germany with **full address** (e. g. renting contract, hotel reservation or invitation letter in case of private accommodation with name, full address and passport copy of inviting person)
- **proof of finance** of your stay in Germany with a minimum of Euro 735,-- per month **by**
 - **Proof of sufficient funds to cover the costs of your stay** (last 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 or**
 - a **blocked account** at a German bank showing a minimum amount according to the duration of your intended stay (withdrawal limit of € 735,-- per month) NOTE: You have to open the „blocked account“ (Sperrkonto) directly with a bank of your choice . There is no known provider in Namibia yet. Providers which offers blocked accounts worldwide can be found on the webpage of the German Foreign Ministry **or**
 - proof of sponsorship /stipendium by a German institution **or**
 - a formal letter of **obligation**, according to paragraph §§66,68 of the Aliens Act, **from a resident of Germany** and for the duration of the applicant's stay in Germany

TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

- **Flight reservation / itinerary** with the applicant's name to Germany
- **Proof of Travel / medical health insurance with the applicant's name** (coverage for medical expensed: EUR 30,000, valid at least for Germany for the first 90 days). 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.

SPECIFIC REQUIREMENTS FOR MINOR TRAVELLERS (ON TOP OF 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 appointment only