



Embassy
of the Federal Republic of Germany
Singapore



Embassy of the Federal Republic of Germany

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Visa for visiting family and friends

If you are a resident of Singapore and planning to visit friends or family in Germany or Portugal, you can apply for a Schengen tourist visa at the German Embassy.

Important Information:

Starting from end of **March 2019** the Embassy will outsource the submission of Schengen Visa applications.

The German Visa Application Centre will be operated by **VFS Global** and located at 79 Anson Road #15-02, Singapore 079906. The charge of a service fee of 30 EUR will apply at the Visa Application Centre.

An appointment is required for submission of application (www.vfsglobal.de/germany/Singapore).

Visa applicants may apply for appointments directly with **VFS Global** and submit the visa application at the Visa Application Centre.

The appointment system of VFS Global will open in March 2019 (exact start of operations to be confirmed).

Therefore, until further notice, **appointments for visa applications can still be booked through the website of the German Embassy:** <https://singapur.diplo.de/sq-en/service/05-VisaEinreise/-/1225488>

Kindly note that the application **cannot be submitted earlier than 3 months before** the travel date.

Please make sure to submit all the documents on the list **with 1 copy** when you show up for your appointment. Applications with missing documents cannot be accepted.

Please note that the application has to be submitted **personally** (including minors), unless biometric data has already been taken in the last 59 months.

Processing time: The average time for a visa application is **5 working days**, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Fees: the Visa fee of the Embassy is equivalent of EUR 60.00 in SGD, for children EUR 35.00 in SGD. Additionally, VFS charges a service fee of EUR 30.00 in SGD

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| 1. | One application form duly completed and signed.
1 photograph according to biometric specifications, no more than 6-months old, 35–40mm in width, white background. | |
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2.	<p>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 was issued within the last 10 years.</p> <p>Please provide a photocopy of the passport data page, and if applicable, previous Schengen visas issued within the last 3 years and valid USA/UK visas.</p>	
3.	<p>Proof of legal residence in Singapore, valid for at least 1 month beyond the intended date of departure from the Schengen territory.</p> <p>Original plus 1 photocopy back and front of Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass plus a printout of your current Singaporean residence permit validity (no QR code).</p>	
4.	<p>Original letter from the applicant's employer: confirming employment, duration of recruitment, status, income and upcoming leave and the holiday granted. If you are self-employed, provide current printout of BiZ-File issued by ACRA.</p>	
5.	<p>Invitation letter of the inviting person with the following information: personal data, relationship between host and invited person, address, phone number of the host, duration of stay. If applicable confirming that the cost is cover by the host.</p> <p>Please attach a copy of the host's passport and residence permit (if the host is a foreigner residing in Germany).</p>	
6.	<p>A flight reservation or printout of your flight itinerary.</p>	
7.	<p>A travel itinerary including hotel/apartment reservation for the entire trip in the Schengen area for the period that the applicant is not staying with the host.</p>	
8.	<p>Schengen travel/medical insurance with following coverage:</p> <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30,000; • Valid for the entire Schengen area • Valid for the entire duration of stay in the Schengen area. <p>The above must be mentioned on the insurance policy submitted, together with the name of the insured party. It is a requirement that claims against the insurance company are recoverable in a Member State. <i>Kindly note that insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area</i></p>	
9.	<p>Proof of the applicant's financial circumstances: Please submit a proper bank statement of the last 3 months with bank letterhead and the name of the account holder. Online transaction records without account holder's names and not on bank letter head are not accepted.</p> <p>OR a guarantee letter (Verpflichtungserklärung), please check the detailed information: https://singapur.diplo.de/sg-de/service/05-VisaEinreise/-/1225222?openAccordionId=item-1435008-3-panel</p>	
	<p>Specific requirement for minor travellers (on top of the above mentioned documents)</p>	
10.	<p>For minors (below 18), both parents must sign the application form. If either one or both parents are not travelling, a consent letter signed by the parent(s) not travelling is required. Plus a passport copy (data page) of both parents as well as the marriage certificate of the parents and birth certificate of the child.</p>	
11.	<p>For minor applicants intending to travel without their parents/legal guardians, the</p>	

	application has to be submitted by parents/legal guardians who must present the minor's original plus one copy birth certificate and give their written consent. If parents/legal guardians are not present in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians.	
12.	Students must provide proof of enrolment at a Singapore educational institution. Original letter from the school and a copy of the school pass.	

Further documentation may be requested in each individual case.