



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, you can apply for a Schengen tourist visa at the German Visa Application Centre:

VFS Global Visa Application Centre (79 Anson Road #15-02, Singapore 079906).

An appointment is required for submission of the application:
([Website VFS](#)).

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 80.00 in SGD, for children EUR 40.00 in SGD. Additionally, VFS charges a service fee of EUR 34.13 in SGD

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| 1. | One application form duly completed and signed. Online application form 1 photograph according to biometric specifications, no more than 6-months old, 35–40mm in width, white background. | |
| 2. | Original passport or travel document valid for at least 1 month 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. Provide previous Schengen visa issued within the last 3 years and valid USA/UK visa. | |
| 3. | Proof of legal residence in Singapore (Employment Pass / Permanent Resident card and re-entry permit / Dependent Pass / Student Pass), valid for at least 1 month beyond the intended date of departure from the Schengen territory. Printout of your current Singaporean residence permits validity (no QR code). | |
| 4. | 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. | |

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| 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. | A flight reservation or printout of your flight itinerary. | |
| 7. | 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. | |
| 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.</p> <p>If you are sponsored by someone, please also submit a signed sponsor letter, passport copy and account document of the sponsor as well as proof of the relationship.</p> <p>OR a guarantee letter ("Verpflichtungserklärung"), please check the detailed information: Information on formal obligation letter</p> | |
| | Specific requirement for minor travellers (on top of the above mentioned documents) | |
| 10. | 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. | |
| 11. | 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 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.