



Embassy  
of the Federal Republic of Germany  
Singapore



## Embassy of the Federal Republic of Germany

Singapore Land Tower, #28-00  
50 Raffles Place  
Singapore 048623  
Tel: +65 6533 6002  
Email: [visa@sing.diplo.de](mailto:visa@sing.diplo.de)  
[Website](#)

## 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** (Haw Par Centre, 180 Clemenceau Avenue, #05-03, 5th floor, Singapore 239922).

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

Kindly note that the application **cannot be submitted earlier than 6 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 90.00 in SGD, for children EUR 45.00 in SGD. Additionally, VFS charges a service fee of EUR 34.13 in SGD

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|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. | One <b>application form</b> duly completed and signed.<br><a href="#">Online application form</a><br><b>1 photograph</b> according to biometric specifications, no more than 3-months old, 35–40mm in width, white background.                                                                                                                           |       |
| 2. | <b>Original passport or travel document</b> 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.<br>Provide previous Schengen visa issued within the last 3 years and valid USA/UK visa. |       |
| 3. | <b>Proof of legal residence in Singapore</b> (Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass), valid for at least 1 month beyond the intended date of departure from the Schengen territory.<br><b>Printout of your current Singaporean residence permits validity</b> (no QR code).               |       |
| 4. | <b>Original letter from the applicant's employer:</b> 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><b>Invitation letter</b> 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 <b>copy of the host's passport</b> and residence permit (if the host is a foreigner residing in Germany).</p>                                                                                                                                                                                                                                                          |  |
| 6.  | A <b>flight reservation</b> or printout of your flight itinerary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 7.  | A <b>travel itinerary</b> 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><b>Schengen travel/medical insurance with following coverage:</b></p> <ul style="list-style-type: none"> <li>• Medical expenses and repatriation for at least EUR 30,000.00</li> <li>• Valid for the entire Schengen area</li> <li>• Valid for the entire duration of stay in the Schengen area.</li> </ul> <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><b>Proof of the applicant's financial circumstances:</b> Please submit a proper bank statement of the last 3 months with bank letterhead and the name of the account holder.</p> <p><b>If you are sponsored by someone</b>, please also submit a signed sponsor letter, passport copy and account document of the sponsor as well as proof of the relationship.</p> <p><b>OR a guarantee letter</b> ("Verpflichtungserklärung"), please check the detailed information: <a href="#">Information on formal obligation letter</a></p>                                                                                                                          |  |
|     | <b>Specific requirement for minor travellers (on top of the above mentioned documents)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 10. | For minors (below 18), both parents must sign the application form. If either one or both parents are not travelling, a <b>consent letter</b> 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 <b>birth certificate</b> and give their written consent. If parents/legal guardians are not present in Singapore their <b>written consent</b> should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians.                                                                                                                                                                                                                                |  |
| 12. | Students must provide <b>proof of enrolment</b> 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.