



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** (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. <a href="#">Online application form</a> <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. 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. <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.	

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.