

## Tourism/ Sports Event/ Concert

Last Update: April 2016

This information leaflet has been generated by the German Missions in South Africa. This leaflet stipulates the legal requirements of a Schengen Visa Category C application. Applicants are requested to read it carefully and follow the regulations as stated below – see I. until IV.

- **The processing time for a Visa application is 15 consecutive days according to the Schengen Visa Codex**
- **Applications can only be processed if all required documents have been submitted**
- **Visa applications may be submitted up to 3 months prior to departure and must be submitted latest 15 days before departure**

Intergate Visalink manages Visa Application Centres for the German missions in South Africa, where you should submit your completed application form, supporting documents and biometric data.

Your visa application will be processed and decided by the German Missions in South Africa.

Intergate Visalink does not, play any part in or influence the outcome of your application process.

Incomplete applications will be returned to the applicant!

I. The following documents have to be submitted / completed		Intergate	German Mission
1	<b>One completed visa application</b> <ul style="list-style-type: none"> <li>• Will be sent to you via email or alternatively printed at the Visa Application Centre. Needs to be fully completed and signed and dated by applicant.</li> <li>• If the applicant is under the age of 18, the application form has to be signed by both parents / legal guardians</li> <li>• Parent/s or Legal guardian/s including minor should be present at the appointment.</li> <li>• In absence of a parent/s during the appointment: POA and written signed statement explaining why they were not able to be present at the time of appointment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Passport</b> <ul style="list-style-type: none"> <li>• Validity minimum 90 days from the date of expiry of the requested Visa</li> <li>• Passport must be signed and must contain at least 2 empty visa pages for entry and departure stamp</li> <li>• Non- South African citizens must hold a valid residency / work permit which allows re-entry to South Africa upon the end of the journey</li> <li>• Previous passports (non SA citizens)</li> <li>• Applicant exiting Germany and returning to South Africa via another country should present the relevant visa for the country</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Photocopies</b> <ul style="list-style-type: none"> <li>• 2 passport copies of pages containing personal data</li> <li>• Copies of all previous Schengen Visa(s) – even if in old Passports</li> <li>• Provide copies of all original documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>One recent biometric passport sized photograph</b> <ul style="list-style-type: none"> <li>• Should not be older than 6 months</li> <li>• Please read the guidelines attached to your confirmation email</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Document confirming employment situation</b> (including name of the company, address, telephone number, email, signature etc.) <ul style="list-style-type: none"> <li>• <u>Employees</u>: Current letter of employment with original signature (no contracts)</li> <li>• <u>Freelancers</u>: Proof of your engagements (invoices, receipts, etc.)</li> <li>• <u>Self-employed</u>: Company registration document (CK1/CK2/CM22)/ Letter from Accountant/ Letter from SARS</li> </ul> <ul style="list-style-type: none"> <li>• <u>Scholars/Students</u>: Current proof of school/university registration confirming that the student is exempt from attending lectures during the requested travel period with an original signature</li> <li>• <u>Medical Doctors</u>: valid Licence to practice from HPSCA</li> <li>• <u>Lawyers</u>: Proof of registration with Law Association</li> <li>• <u>Unemployed/Retired</u>: Proof of Residence required (utility bill/rental agreement/signed letter from property owner with ID copy)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>6</b>	<p><b>Documents reflecting the nature of the trip</b></p> <ul style="list-style-type: none"> <li>Signed letter of invitation from private person (stating relationship) + passport copy + residency permit in Germany full address, telephone, email and contact person</li> <li>If inviting person is non EU (copy of permit required in addition to passport)</li> <li>Legalised letter of invitation or concert/sport event tickets</li> <li>Package Tour/ Cruises/ Individual Trips (proof of accommodation for every day)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<p><b>Documents confirming sufficient funds (60,00 Euro per person/per day) for the trip</b></p> <ul style="list-style-type: none"> <li>Current 3 months stamped bank statement of private bank account – savings or cheque</li> <li>Legalized letter of obligation (“Verpflichtungserklärung” according to §§ 66-68 AufenthG with proof of funds) + passport copy of the host + written statement explaining the relationship between the inviting party and the applicant</li> <li>Note: no credit card statements</li> <li>Only applicable if <b>Self Employed</b>, 3 months stamped business Bank statements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<p><b>Flight-ticket and proof of accommodation</b></p> <ul style="list-style-type: none"> <li>Round trip flight reservations or travel itinerary with name and dates</li> <li>Proof of accommodation with full address for the entire time of stay in the Schengen State(s) /signed invitation letter and passport copy from a host in Germany with full address, telephone, email, etc.</li> <li>If <b>applicable</b>, proof of travel between EU/Schengen states(car rental/flights/train-bus tickets)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<p><b>Overseas medical travel insurance for Schengen States/Europe</b></p> <ul style="list-style-type: none"> <li>Certificate of Insurance valid for the entire duration of the requested Visa</li> <li>Minimum coverage of EUR 30,000 and repatriation</li> <li>Conditions must be stated either on insurance document or on separate visa letter (Please note: Medical insurances connected to credit cards are not accepted)</li> <li>Insurance must cover Schengen States</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<p><b>For accompanying minors (younger than 18 years of age)</b></p> <ul style="list-style-type: none"> <li>Full unabridged birth certificate ( containing fathers and mothers name )</li> <li>Full unabridged marriage certificate of the parents</li> <li>Guardian’s/ parents declaration of consent signed by both guardians / parents</li> <li>Copy of first page of passport of minor and parents/legal guardian(s)</li> <li>Court ruling in case of custody / death certificate</li> </ul> <p>Please note: In the absence of one parent during the appointment, the absent party must have signed a power of attorney ( please go to <a href="http://www.visa-germany.co.za">www.visa-germany.co.za</a> for more information )</p>		
<p><b>II. INFORMATION FOR THE APPLICANT</b></p> <ul style="list-style-type: none"> <li>The processing time for Visa applications takes 15 days according to the Schengen Visa Codex. The German missions and Intergate are committed to keep the processing time to a minimum.</li> <li>All documents must be submitted in German or English language</li> <li>Only complete applications can be accepted; Non-submission of necessary documentation may lead to a refusal</li> <li>During the processing period the passport has to remain with the German missions. Passports can only be withdrawn if a written request, signed by the applicant, is received. Consequently the application will be cancelled and the passport will be available for collection within 2 working days from Intergate.</li> <li>False or falsified documents will lead to refusal of visa and/ or further consequences</li> <li>The German missions reserve the right to ask for further supporting documents / information</li> <li>Visa extensions within Germany are generally not possible</li> <li>Applicants may not apply for permanent residence in Germany while on this Visa</li> <li>The German Mission may shorten the validity of the Visa without prior consultation</li> <li>in case of a one-year or multiple year visa being issued, the period of stay in a Schengen may not exceed 90 days within 180 days, this period of stay beginning with the first day of entry into the Schengen state.</li> <li>You may track your application on the website <a href="http://www.visa-germany.co.za">www.visa-germany.co.za</a> or contact the Call Center at +27 (0) 861 00 22 45</li> <li>Have you already had your fingerprints taken at an earlier application for a C-Schengenvisa ? If so, it may not be necessary for you to apply in person. However, in case the biometric capturing of your fingerprints failed or has been compromised due to a technical problem and cannot be used you must have your fingerprints taken again. In such case, you will be contacted by the mission or by “Intergate” respectively</li> <li>Third Party Applications: All required Documents must be presented including:             <ol style="list-style-type: none"> <li>Dated and Signed Visa application form by applicant</li> <li>Completed and signed Proof of Authorisation Form</li> <li>Proof of identification of representative</li> <li>All documents required as originals</li> </ol> </li> </ul>			

**III. REMARKS INTERGATE**

- Applicant requests a Visa with extended validity
- Applicant travels alone  with family members  with a group
- Applicant has previously had a Shengen Visa and copies have been attached
- Applicant has been advised that his documents are incomplete
- Applicant has been advised that the application was submitted less than 15 days before departure

**Additional comments:**

**IV. SIGNATURES AND AGREEMENT**

For the Visa applicant: I have read and agreed to the terms and conditions valid for the visa application as per the above and specifically as per the Remarks under III. <b>Date:</b>	<b>Intergate</b>	<b>Embassy/Consulate</b>
	<b>Date:</b>	<b>Date:</b>
<b>Signature (s) :</b>	<b>Signature:</b>	<b>Signature:</b>