

GERMANY

VISA REQUIREMENTS

GAUTENG - ONLY FULLY VACCINATED CLIENTS CAN APPLY.

Schengen State requirements- As from the beginning of June 2013

Passengers over the age of 12 years when submitting for the 1st time will be required to have their fingerprints taken. (These fingerprints will remain on the system for 5 years). Visas International can only submit if the client has had a previous Schengen visa within the last 3 years that has VIS on the remarks which indicates they have had their Biometrics done. This must be in the same passport applying for the visa. The Biometrics is not always guaranteed to be on the system so client may at any stage be asked to come in to do biometrics.

Appointments need to be made before submitting. The system is operated by “TLS” and Visas International will assist in making this booking.

In order for us to assist with the Germany appointment at TLS, we need:

- Copy of the passport
- Copy of the form (We need to load this online)
- Client needs to register on TLS site. Please can they register on the link given: <https://de.tlscontact.com/za/splash.php> once done, please send us the: Form, passport copy and password created so we can proceed with the rest.

Requirements

- Now issuing on behalf of Slovenia.
- Valid Passport (must be valid for six months), with 3 clean pages. + copy of the biometric page of the passport. Temporary S.A. passports will not be accepted.
- Copies of all old Schengen visas.
- Original fully completed application form.

- 1 Year declaration (must accompany the application irrespective of applying for a 1 year or not)
- Application checklist to be signed by the applicant.
- Two recent passport size colour photographs. Please note: From 1st September 2008 only “BIOMETRIC” passport photographs will be accepted. REFER SAMPLE PHOTOS BELOW. (DO NOT STAPLE OR GLUE TO THE APPLICATION FORM)
- Full flight itinerary.
- Insurance and breakdown of insurance – Total benefits per person = R250 000.00. **Note:** Should air ticket be paid by credit card (automatic insurance cover), you still need to provide a breakdown of the insurance cover plus a copy of the credit card. Insurance policy must be signed and have the passengers name (if for business, the company's name).
- Proof of accommodation.
- Children – letter from school.
- The German Consulate (Pretoria) require 3 months recent bank statements which must be Original and stamped by the bank. The statements must show a recent transaction on the account, not less than 10 days from the date of visa appointment.
- Original South African employment letter.
- If visiting family/friends, a letter from the **Aliens Office in Germany** is required.
- Authorization letter to Submit (If Visas International submits on client’s behalf) [Link](#)
- Authorization letter to collect [Link](#)

Links for the relevant Checklist:

- [CHECKLIST BUSINESS](#)
- [CHECKLIST TOURIST](#)
- [CHECKLIST BUSINESS TRADE FAIRS](#)
- [CHECKLIST FAMILY FRIENDS VISIT](#)
- [CHECKLIST FAMILY MEMBERS OF EU CITIZENS](#)

Special requirements for Business

- Original South African business letter with dates of travel, position in company, salary and details of business trip. If no salary on the letter, then please provide an additional pay slip.
- Letter of invitation from the German Company confirming purpose and full address, telephone, email and contact person.
- When applying for a one-year visa, both South African business letter and German invite must request for a one-year visa. One-year declaration must be signed.
- The German Consulate (Pretoria) requires an INVITATION LETTER from the Company in Germany that the passenger is going to see.
- Copy of the ID or passport of the host person in Germany who signed the invite letter.

Minors

- Notarised parental consent letters (certified by a commissioner of Oaths) by both parents is required for persons under 18 years of age. Both parents have to sign the application and declaration form.
- Minors travelling to Germany need to submit full-unabridged birth certificate if the minor is travelling with only one of the parents, on his/her own, or the parents don't have the same surname.

Processing Time

- Processing time can take up to ±15 working days.

CAPE TOWN

- Requirements as above
- With immediate effect the German Consulate in Cape Town will not accept any applications whereby the passport is not signed.
- Bank letters will not be accepted as proof of funds.
- Extra checklist form to be completed.

For more information log on to the following websites:

www.germanconsulatekzn.co.za

▶ SAMPLE PHOTOS

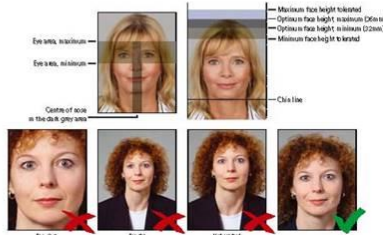
SAMPLE PHOTO

High-quality photos are essential for the perfect reproduction of the image and are a prerequisite for using facial biometrics in ID documents.

These sample photos show the features which ensure that photos are suitable for an ID document. It is absolutely necessary to comply with the requirements described here, otherwise the recognition of the applicant will not function, nor will the image be properly reproduced in the document.

As a rule, no head coverings should be worn for the passport authority may make exceptions for religious reasons. Exceptions to this and other requirements may be made in case of a permanent medical condition.

No parts of accessories should be visible in the photos. ❌



FORMAT

The photo must clearly show the person's facial features from the bottom of the chin to the crown (the top of the head, not the top of the hair) as well as the left and right sides of the face. The face must take up 70 - 90% of the photo. This corresponds to a height of 30 - 35mm, because it is often difficult to determine where the top of the head would be without hair, photos should be cropped only if the face measures less than 27mm or more than 40mm.

In the case of unimpaired haircuts, the entire head (including hair) must be visible without reducing the size of the face, if possible, the face must be centred in the photo. ❌



FOCUS AND CONTRAST

The photo must be in sharp focus, clear and with proper contrast. ❌



LIGHTING

Photos must be taken with even lighting, shadows, reflections and red eyes are to be avoided. ❌



BACKGROUND

The background must be one colour and light (ideal is neutral grey or light) and is a contrasting colour to the face and hair in the case of light-coloured hair a medium-grey background or a uniform light-grey background is suitable for dark hair. The background must not be patterned.

The photo must show only the person to be photographed (no other persons or objects in the photo). Shadows on the background are not acceptable. ❌



PHOTO QUALITY

The photo must be printed on high-quality paper with a print resolution of at least 600 dpi (especially when taken with a digital camera).

Colour photos must have proper colour balance and reproduce natural skin tones.

The photo must be clean, uncluttered and free of creases. Faces must be in black and white or in colour. ❌



HEAD POSITION AND FACIAL EXPRESSION

The head of the person photographed should be neither tilted nor turned (portrait style). The facial expression must be neutral with the mouth closed and looking directly at the camera. ❌



EYES AND LINE OF SIGHT

The person in the photo must be looking directly at the camera.

The eyes must be open and clearly visible and must not be covered by hair or eyeglass frames. ❌



GLASSES

Eyes must be clearly visible (no thick reflection off the lenses, no tinted lenses or sunglasses).

The object of the lenses or frames should not cover any part of the eyes. ❌



HEAD COVERINGS

Head or head coverings are not permitted, exceptions may be made, in particular for religious reasons.

If a head covering is allowed, the face must be visible from the bottom of the chin to the forehead.

Shadows on the face are not acceptable. ❌



CHILDREN

For children aged 9 and under, the following requirements apply:

The face should take up 30 - 50% of the photo. This means that the face from the bottom of the chin to the crown (the top of the head, not the top of the hair) should measure between 22 and 26mm.

Because it is often difficult to determine where the top of the head would be without hair, photos should be cropped only if the face measures less than 17mm or more than 30mm. See below for special requirements in the case of babies and very young children. ❌



BABIES AND VERY YOUNG CHILDREN

For children aged 5 and under, the same facial requirements apply as for children aged 9 and under. Children aged 5 and under do not need to be neutral expressions or look directly at the camera, and their hands do not have to be centred in the photo. Babies under one year do not have to have their eyes open. ❌



