

GERMANY (SCHENGEN VISA)

NEW PHOTO REQUIREMENTS:

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 use in ID documents. It is absolutely necessary to comply with the requirements described here, otherwise biometric 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 photos; the passport authority may make exceptions for religious reasons. Exceptions to this and the other requirements may be made in case of a permanent medical condition.

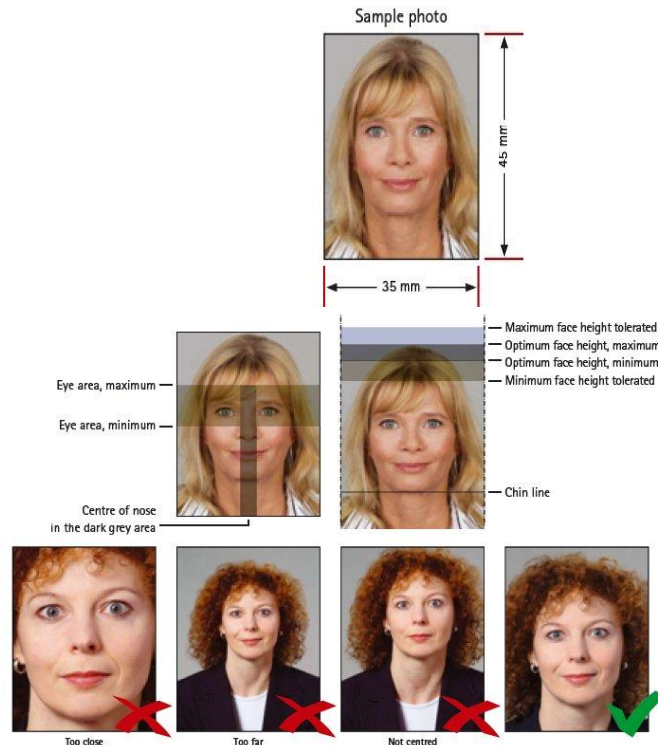
No parts of uniforms should be visible in the photos. ◀

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 – 80% of the photo. This corresponds to a height of 32 – 36mm.

Because it is often difficult to determine where the top of the head would be without hair, photos should be rejected only if the face measures less than 27mm or more than 40mm.

In the case of voluminous hairstyles, 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. ◀



- Germany is a member of the Schengen agreement. Countries that participate in the Schengen agreement are Austria, Belgium, France, Germany, Greece, Italy, Portugal, Spain, The Netherlands, Finland, Norway, Denmark, Sweden and Iceland.
- **If this is your first Schengen application or first Schengen visa in a new passport (and you cannot produce your old schengen visa), the visa must be applied for in person in Pretoria**
- Visas are required by South African passport holders
- Visas are not required by British Citizens
- The country of your longest stay will issue your Schengen visa. Only if your stay in the Schengen states is the same number of days in each country would you apply through the country of the first port of entry.
- Schengen visas are free of charge to spouses & children (under 16) of EU passport holders. A copy of the EU passport & marriage certificate (spouse) or full birth certificate (child) is required
- **NO TEMPORARY PASSPORTS ARE ACCEPTED**

TOURIST VISA REQUIREMENTS

- One application form

- Passport must be valid for at least 6 months after return date. All passports must be signed on page 32 (Green SA Passports)
- Passport must have 3 Blank Pages (Pages which say Visa on the Top)
- Applicant must be able to Produce a **Previous schengen visa issued in the last 3 years or Apply in Person**
- Two passport size colour photos per application
- Copy of confirmed, pre-paid accommodation if faxed from hotel or original hotel voucher plus photo-copy if booked locally is required.
- Letter of invitation by fax if staying with family or friends
- E-MAILS ARE NOT ACCEPTED AS PROOF OF ACCOMMODATION
- Original return air ticket plus a copy is required
- Proof of travel insurance is required even if tickets are bought on credit card
- Proof of foreign exchange is required. Either the original foreign exchange receipt plus a photocopy or an original letter from the Bank stating the amount ordered / changed. If using a credit card, an original letter from your Bank stating the credit card number, expiry date and the amount endorsed. The minimum amount required is R400 per person, per day with pre-paid accommodation or R700 per person, per day without pre-paid accommodation
- If employed or self-employed an original company letter is required stating your position held, period of employment, exact dates of your leave & expected date of return
- In the case of scholars or students a letter from the school is required stating the applicant is enrolled, will be returning & date of return
- Minors travelling with one parent require a **certified** letter of consent from the parent not travelling, minors travelling alone require a **certified** letter of consent from BOTH parents
- **NO TEMPORARY PASSPORTS ARE ACCEPTED**

PROCESSING TIME

- 4 Working days.

BUSINESS VISA REQUIREMENTS

- One application form
- Applicant must be able to Produce a **Previous schengen visa issued in the last 3 years or Apply in Person**
- Passport must be valid for at least 6 months after return date. All passports must be signed on page 32 (Green SA Passports)
- Passport must have 3 Blank Pages (Pages which say Visa on the Top)
- Two passport size colour photos per application
- Original return air ticket plus a copy is required
- Proof of travel insurance is required even if tickets are bought on credit card
- A company letter on an original letterhead is required stating the nature of the business to be conducted in Germany, and that the company will be responsible for all expenses including medical
- A faxed letter of invitation from the German company to be visited is required
- **NO TEMPORARY PASSPORTS ARE ACCEPTED**

PROCESSING TIME



- 4 Working days.

NB. 1st Time applicants must apply in person ie. If no previous Schengen Visa, the applicant must apply in person.