

# WAR OR PEACE

## Crossroads of history 1918 | 2018



### VISA CHECKLIST

**In the following we would like to provide you with all the necessary information for your visa application.**

If you are not sure whether you need a visa for Germany, please check here:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>

Please make sure to submit your application as soon as possible: Missions usually require between two and ten working days to decide on an application for a short stay visa, but during the peak travel season there may be a waiting period for making an application to a German mission.

If you should have any delays or problems with your application or receiving the visa, please contact the organizing team via: [warorpeace@bpb-registration.de](mailto:warorpeace@bpb-registration.de)

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#### **Appointment**

As a rule, applicants must submit visa applications, together with all necessary documents, in person at the German mission responsible for their place of residence.

Please find below a link to a list of German missions, under “country information”.

Many German missions have introduced an electronic appointments system to help to manage the number of visitors to the mission and thus shorten waiting times.

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#### **Country information**

Please find in the following a selection of missions to Germany in different countries.

Please also consider the complete list of countries and missions:

<https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>

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#### **Required Documents**

Please find here a general list of required documents for the visa application. Please also consult the website of the respective mission to find out about the documentation which has to be submitted.

#### **1. Schengen Visa application form**

To your interview and visa appointment at the embassy, you will need to take the filled in and signed Schengen Visa application form.

This form is available for download on the website of your country’s German embassy (see link above) or on the website of the German Federal Foreign Office. The forms submitted must be original versions in the appropriate language of the mission in question.

## **2. Personalized invitation letter**

The German Federal Agency for Civic Education (Bundeszentrale für politische Bildung/bpb) will issue a personalized official letter of invitation for you as part of your documentation. The letter will give background information on the particular event that you are attending.

## **3. Passport of applicant**

To the interview and visa appointment at the embassy, you will be required to take your passport and a copy of the same, valid up to a minimum of 3 months after intended return journey. The passport must have at least two empty pages and should not be older than 10 years.

## **4. Proof of flight reservation**

You will also be required to present a travel reservation corresponding with dates and places indicated in your application. We strongly recommend NOT to purchase a flight ticket prior to receiving a visa. If you decide to already buy the ticket please check on the cancellation conditions, in case your visa is denied.

## **5. Proof of health insurance**

Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be € 30.000. In case of remark "valid only after payment", the applicant must submit payment confirmation.

## **6. Proof of accommodation**

A document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged. The proof of accommodation for the duration of the conference will be issued to you by bpb with the rest of your invitation documents.

## **7. Proof of employment**

Original of proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. original of bank/credit card statement(s) covering at least three preceding months, proof of real estate property in the country concerned or proof of sponsorship or formal obligation ("Verpflichtungserklärung").

## **8. Photos**

For the visa you have to bring two biometric photographs.

## **9. Visa Fee**

Visa fee in line with the categories of the visa facilitation agreement with your country.

## **10. First time applicants**

First time applicants must apply in person in order to have biometric data taken, e.g. ten fingerprints and a digital photograph. Finger scans stored in VIS can be reused for future applications within the following five years.

## **11. Third-country nationals**

In cases of third-country nationals proof of legal residence in the country concerned in line with federal legislation (e.g. residence permit, long-term visa), valid for at least three months after the planned return from the Schengen area or a document proving that the applicant has applied for a renewal of the proof of legal residence.