



TOURIST VISA (Schengen Visa)

If you want to travel to Europe you have to submit your application for a Schengen Visa to the Embassy of the country which - considering the **main purpose** of your intended stay - is your main destination. If no such main destination can be ascertained, please contact the Embassy of the country of your first entry into the Schengen Area (overview of all missions accredited to Singapore: www.mfa.gov.sg) If you reside in Singapore and your main destination is Germany or Portugal, you have to submit your visa application to the Embassy of the Federal Republic of Germany in Singapore. Please note that your residence permit (employment pass, dependant's pass, student pass or blue IC) for Singapore has to be valid at least another three months with re-entry permit.

Applications must be submitted **in person** and cannot be submitted earlier than 3 months before travel date..

The visa process is normally finalised within **four working days** upon submission of your **complete** visa application.

For some nationalities (e.g. Afghanistan, Irak, Iran, Jordan, Libanon, Nigeria, Pakistan, Syria, Somalia, Sri Lanka and Sudan) the processing time of a visa application takes approximately **10 working days**.

It is the applicant's responsibility to ensure that his/her application is submitted in time. Bad planning on the applicant's side does not automatically warrant exceptional handling from our side. For visa for Foreign Domestic Helpers additional documents are required. Please call 6231 0805.

The **fee** for the processing of the visa application of an adult is the equivalent of **€ 60.00 and has to be paid in SGD in cash**. All documents must be submitted in **original as well as one copy**. Copies will not be made by Embassy staff.

This information is not a concluding list of documents. Further documentation can be requested by the Embassy or provided by the applicant.

Please submit the following documents in original plus 1 photocopy (we can only accept complete applications):

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| • duly <u>completed</u> Schengen visa application form (please ensure that you sign the form) | <input type="checkbox"/> <input type="checkbox"/> |
| • passport with a validity of at least 3 months longer than the intended stay, at least 2 free pages and not older than 10 years | <input type="checkbox"/> <input type="checkbox"/> |
| • employment pass, dependant's pass, student pass or blue IC with re-entry permit | <input type="checkbox"/> <input type="checkbox"/> |
| • 1 recent passport photograph according to biometric specifications (see sample photos) | <input type="checkbox"/> <input type="checkbox"/> |
| • if working: letter by your employer confirming your employment, the beginning of your employment, your monthly salary, the beginning of vacation and resumption of work ; if student: university letter. Please note: in all cases original letter signed with blue ink) | <input type="checkbox"/> <input type="checkbox"/> |
| • proof of sufficient financial means of support (bank statement of the past <u>three</u> months) | <input type="checkbox"/> <input type="checkbox"/> |
| • proof of accomodation (hotel reservation) | <input type="checkbox"/> <input type="checkbox"/> |
| • flight itinerary (if Europe Round trip detailed trip programme summarized) | <input type="checkbox"/> <input type="checkbox"/> |
| • medical travel insurance valid in all the Schengen States for the entire duration of the intended stay (minimum cover of 30.000,-€) | <input type="checkbox"/> <input type="checkbox"/> |
| • local company Biz-File issued by ACRA (if you are self-employed and the company is local) | <input type="checkbox"/> <input type="checkbox"/> |
| • detailed information and supporting documents confirming (round) trip | |
| • if children accompany either one or both parents, copies of the birth certificate of the children, school letter and marriage certificate of parents are required. Both parents have to sign the application form personally at the Embassy | <input type="checkbox"/> <input type="checkbox"/> |
| • for non-employed spouses : copy of marriage certificate, the spouse's passport and original letter from her/his company | <input type="checkbox"/> <input type="checkbox"/> |
| • proof of previous trips to the Schengen Area (i.e. photocopies of visas in passports) | |

EACH FAMILY MEMBER MUST HAVE A SEPARATE, COMPLETE SET OF DOCUMENTS

PLEASE NOTE: Each visa application is reviewed individually. Therefore the requested documents might vary. The Embassy reserves the right to ask for additional documents at all times. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa (in time). Submission of an incomplete set of documents will lead to a refusal of your visa application. Once a visa has been issued the purpose of the trip may not be altered. **Your passport has to remain in the Embassy until collection of the visa. There is no legal right for visa and there is no urgent/express visa!**