



### **Checklist for Schengen visa – Visit of family or friends**

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

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|--------------------------|---|
| <input type="checkbox"/> | Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; with at least two empty pages)   |
| <input type="checkbox"/> | <b>Application form</b> duly filled and signed (form will be handed out to applicants by embassy/visa center staff)   |
| <input type="checkbox"/> | <b>Declaration</b> according to section 54(2) of the Residence Act, signed  |
| <input type="checkbox"/> | <b>1 copy of your passport's data page</b> (A4 size copy)   |
| <input type="checkbox"/> | <b>1 passport picture</b> according to biometric specifications, not older than 6 months  |
| <input type="checkbox"/> | <b>Formal obligation (Verpflichtungserklärung)</b> from the inviting person in Germany, signed at the Aliens Authority (Ausländerbehörde)   |
| <input type="checkbox"/> | <b>For minors. if travelling unaccompanied by parent(s)</b>   |
| <input type="checkbox"/> | <b>consent letter signed by both parents</b>  |
| <input type="checkbox"/> | <b>Application form and declaration</b> according to section 54(2) of the Residence Act <b>signed by both parents</b>   |
| <input type="checkbox"/> | <b>Birth certificate</b> of child (translated)  |
| <input type="checkbox"/> | <b>Copy of passport's data pages of both parents</b>  |
| <input type="checkbox"/> | <b>Letter from employer;</b> in case of self employment: <b>company license;</b> <b>for students: confirmation of enrolment</b> from university; For applicants without occupation: <b>documents from a family member in charge</b> |
| <input type="checkbox"/> | <b>Proof of financial funds</b> in form of bank statement / money exchange receipts from the bank / credit card statements  |
| <input type="checkbox"/> | <b>Family register</b>  |
| <input type="checkbox"/> | <b>Travel health insurance</b> according to Schengen regulations  |

**All documents need to be presented in the given order. Libyan documents have to be submitted in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.**

*Please note that the German Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.*

يرجى ملاحظة أن السفارة الألمانية تحتفظ بالحق في طلب مستندات إضافية أو حضور شخصي للمقابلة في حالات خاصة. تقديم المستندات المذكورة أعلاه لا يضمن منح التأشيرة. تقديم مستندات غير مكتملة أو رفض الحضور لمقابلة تأشيرة خاصة، قد يؤدي إلى رفض طلبك.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>I have been informed about missing documentation and have also read the above instructions but would still request TLS to process my visa application.</b><br>لقد تم إبلاغي بالوثائق الناقصة وقرأت أيضًا التعليمات المذكورة أعلاه، لكنني ما زلت أطلب من TLS معالجة طلب التأشيرة الخاص بي. |
|--------------------------|--|

**(Applicant's Signature)**

**(Date)**