



## Information regarding the Visa Processing for Applications for Visitors or Exhibitors of Fairs for the Federal Republic of Germany

The Embassy is obliged to check - within the framework of the visa application - among other things the applicant's purpose of travel and willingness to return to his/her home country. The Embassy can fulfill this obligation only, if the applicant submits his/her application personally. Therefore the **personal appearance of each applicant (12 years and older) is mandatory**.

### Please note the following:

The Embassy **does not** assume the responsibility of the distribution of unasked for documents sent in by regular mail, fax or email.

Our office does not work with brokers or agencies. These individuals and organisations are NOT able to secure appointments. The only cost involved is the visa fee charged by the Embassy, Consulate General or Consulate and service fee in the Visa Center. Applications, checklists and appointments are provided free of charge.

**All the documents itemized below are to be submitted by the applicant during his/her personal interview.  
The processing time is 1 (one) week from date of interview (as a rule).**

The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application:

### 1. Your identity as a traveler:

- Your original passport, which must be valid for at least another **3 months** upon the conclusion of the travel and must contain **two empty pages** and one Xerox copy of the passport, and further valid / invalid passports, and
- One** current passport picture (for picture format see [Information about passport pictures](#)).

### 2. Your Visa application form:

- One fully completed application form signed by your own hand ( [online](#) ) and
- [Declaration](#) according to § 54 Aufenthaltsg, fully completed and signed by your own hand

### 3. Your purpose of travel:

- Submission of an entry pass for fair visitors or the exhibitor's pass in the original and a Xerox copy of the pass and
- Promotional or / and informational material of the fair, through which is evident which fair you wish to visit, and
- Documents regarding the economic activity of your company, which must be related to the respective fair (e.g. information brochure for your clients) and
- Proof of accommodation (confirmation of your hotel booking)

### 4. Visa fee:

- Children up to 6 years no fee payable in Philippine Pesos (cash) at
- Children from 6 to 12 years € 35 (€ 40 the current exchange rate  
starting on the 2nd of February 2020)
- Applicants older than 12 years € 60 (€80  
starting on the 2nd of February 2020)

Additional service fee of €25 when applying at the Visa application centers of VFS Global

## 5. The financial coverage of the cost of your travel and stay

- Statements of your account(s) for the **previous six months**, with a confirmation by the bank or  
 Guarantee letter of your employer regarding the shouldering of the expenses of your stay

## 6. Your travel health insurance:

- Valid travel health insurance for the duration of stay for which the visa is applied for, with a minimum coverage sum of 30,000 Euros, valid for all Schengen-States. Upon issuance of a visa with a longer validity, which permits multiple entries, it is sufficient to prove adequate health insurance coverage for the full duration of the first stay. (Such a visa is considered only for frequent travellers and **cannot** be issued upon the **first visa application**).

## 7. Your rootedness in the Philippines:

- If you are **employed**: Proof of your employment, i.e. most recent income tax return, certificate of employment (including your employer's full name, complete address and telephone number with area code details regarding your position or professional designation, income, duration of the working relationship); letter of approved leave of absence signed by your employer, statements of your bank account (See point 5) or
- If you are **self-employed**: proof of registration and commercial activity of your company in the Philippines, e.g. income tax returns, bank certificates, documents of the company accounts or other. and, if applicable
- Proof of real estate property.

**The Embassy reserves the right to request further documents.**

**Please Note\***: Although the information in this information sheet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.