



## Information regarding the Visa Processing for Applications for German language studies in the Federal Republic of Germany

**The visa application must be submitted personally by the applicant on the day of the scheduled appointment at the Embassy.**

**The Embassy does not accept visa applicants without an appointment.**

Only citizens who require visas to enter Germany and who are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau may apply for their visa with the German Embassy in Manila ([Table of countries whose citizens require/do not require visas to enter Germany](#)).

A distinction is made between pure language courses and language courses to prepare for a course of study in Germany:

### **Intensive language course lasting more than 3 months (§ 16 Residence Act, Section 5):**

- o A change of the purpose of stay is generally not possible; the visa holder must leave the Federal Republic of Germany after completion of the course (maximum duration: 12 months), so he/she must prove upon submission of the application his/her willingness to return to the home country.
- o A knowledge of the German language is not required in advance, but German courses that were already completed show a long-term interest in the language.

### **Language course in preparation for a course of study (§ 16 Section 1 of the Residence Act):**

- o The holder of the student visa can take up studies in Germany directly after the language course is completed, without having to leave Germany again in the meantime.

An intensive language course must generally include daily lessons with at least 18 hours per week. Evening and weekend courses are not sufficient. The course must be directed at the acquisition of comprehensive German language skills and the duration of the course must be limited from the beginning.

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

All the documents itemized below are to be submitted by the applicant during his/her personal interview.

### **All applicants have to submit the following:**

- |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>valid passport</b> (original with two copies of the data page of the passport), which is valid for a sufficient duration and must contain two empty pages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <b>Two (2) application forms</b> duly filled in <b>completely</b> (it is possible to choose the English version)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <b>Three (3) current passport pictures</b> (for picture format see <a href="#">Information about passport pictures</a> ). Two (2) of these pictures must each be glued to the application forms, the fourth must be attached with a paper clip to the passport (please do not staple). The applicant must write his / her complete name and date of birth on the back of the picture;                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | <b>Curriculum vitae</b> in tabular form, including an explanation about your education and (where applicable) of your vocational career without a gap.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <b>Proof of finance</b> of your cost of living while studying. You will have to submit proof of <b>at least € 720,- a month</b> . This proof has to be given <b>for one year in advance: €8.640</b> . There are two options for evidencing the financial coverage: <ul style="list-style-type: none"> <li>o <b>formal obligation according to §§ 66-68 Aufenthaltsgesetz</b> (Original with two Xerox copies) by which a person takes over the cost. Alien offices and resident's registration offices in Germany have the necessary forms for this declaration.</li> <li>o When applying for visa, you can provide evidence that you are able to meet your living costs by opening a blocked bank account. You have free choice of provider.</li> </ul> |

	Information on providers that offer this service worldwide is available on the <a href="#">Federal Foreign Office website</a> .
<input type="checkbox"/>	<b>Confirmation of the language school</b> regarding the type and duration of the language course
<input type="checkbox"/>	<b>Registration with the language school</b> with confirmation that the course fees have been paid
<input type="checkbox"/>	Evidence of <b>previously completed language courses</b> (if available)

<b>Intensive language course lasting more than 3 months ( § 16 Abs. 5 AufenthG)</b>	
<input type="checkbox"/>	<b>Explanation in writing</b> about the stay for your language studies: motivation for choosing the subject of your studies, reasons for choosing the language school in Germany, specific plans for studies or explanation regarding your planned use of the German language knowledge after your complete the course.
<input type="checkbox"/>	<b>Evidence of your rootedness in the Philippines:</b> <ul style="list-style-type: none"> <li>○ If you are <b>employed</b>: 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); balance of assets of the company (bank statements for the last 6 months, income tax return, financial reports of the company); letter of approved leave of absence signed by your employer</li> <li>○ If you are <b>self-employed</b>: proof of registration and commercial activity of your company in the Philippines, e.g. income tax returns, bank certificates of the last 6 months, documents of the company accounts or other</li> <li>○ If you are a <b>pupil / student</b>: School certificate / University certificate; proof of enrollment (for students), if applicable: letter of exemption from studies</li> <li>○ If you own real estate property: original land title, deed of sale.</li> </ul>

<b>Language course to take up studies at a university or institute of higher education (e.g. for BA, MA, PhD; § 16 Abs. 1 AufenthG)</b>	
<input type="checkbox"/>	<b>Explanation in writing in German language</b> about your planned study of the German language to then take up studies at a university / institute of higher education: motivation for choosing the your course of study, reasons for choosing the university / college, specific plans for studies or explanation regarding your planned use of the German language knowledge after your complete the course.
<input type="checkbox"/>	<b>Proof of standard of matriculation for Germany</b> in the form of foreign diplomas including their acknowledgement by a German authority as sufficient entrance qualification for a German university /in stuitute of higher education.

**All documents must generally be submitted in the Original with two Xerox copies.**

The **application processing fee** is 75,00 Euros (applicants below 18 years of age pay 30,00 Euros) and is payable upon submission of the application in Philippine Pesos at the current exchange rate. The Embassy does not refund the visa fee if the application is rejected.

The Visa Section does not raise further fees for the processing of the application, general information and information regarding ongoing applications.

**Only complete applications** can be properly processed, therefore only complete applications can be accepted.

**All documents that are not in German language (except if they are in English language) must submitted with a notarized German translation (with two copies).**

Additional documents, which are not detailed here, can be required in the individual case during the course of the visa processing.

## SEQUENCE OF THE VISA PROCESSING:

Long term visas cannot be issued without the approval of the responsible Aliens' Office in Germany (§31 AufenthVO); the visa can therefore only be issued when the Embassy has received the approval. A processing time of **several months** may be expected. The visa should therefore be applied for at an early date.

Additional documents can be submitted by courier, post, or personally from Monday to Thursday between 11:00 a.m. and 12:00 p.m. and on Friday between 10:00 a.m. and 11:00 a.m.

Applicants are requested to inform the Embassy of any changes of their contact details to avoid delays or inconvenience. The Visa Section will inform you as soon as the visa can be issued.

Passports and letters (e.g. informing of the result of the visa application) are sent to the applicants by the Embassy via courier service. The courier fee is 170,- PhP (payable upon delivery).

The Embassy issues national visas with a maximum validity of 90 days and the option of multiple entries. After entering Germany, you have to contact the Aliens Office ("Ausländerbehörde"), which issued the residence permit. This residence permit entitles the holder to travel in the Schengen-Area for up to 90 days per half year.

Please refrain from asking for updates during the processing of your application. Such questions do not expedite the processing. If further inquiries need to be answered by you, or additional documents be required, the Visa Section would of course contact you directly without further prompting.

We also ask for your understanding, that, for reasons of data protection, no information regarding the current stage of the processing of ongoing applications can be given, as it is not possible for the Visa section to determine on the telephone the identity of the caller. The information gained in the visa processing about the application as well as information about the current stage of the application processing in individual visa procedures are subject to data protection.

If you do, however, believe a question regarding the stage of processing must be asked for special reasons, we request for a personal visit or for a written inquiry with an explanation of the reasons. The Visa Section may provide information regarding the visa processing only to:

- the applicant himself / herself
- third parties, who submit a written authorization by the applicant, or
- to a legal representative, if there is for legal reasons an appropriate power of representation (for example the power of representation, which parents have over their children).

Accordingly, the Visa Section may give spouses / fiancé(e)s / employers no information, as long as there is no written authorization for representation at hand. An authorization must therefore, where required, be attached to the application.

**When travelling to Germany you should bring along the original supporting documents of your visa application for the border control.**

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