



Information regarding the Visa Processing for Applications for Studies

- university application, BA, MA, PhD, post doctoral research -
- 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](#)).

The following list allows you to check if you have all the documents needed for the visa application.

All the documents itemized below must be submitted by the applicant

- in the original with **two Xerox copies**
- during his/her personal interview.

All applicants have to submit the following:

<input type="checkbox"/> Valid passport (original with two copies of the passport data page), which is valid for the planned duration of stay and it must contain two empty pages.
<input type="checkbox"/> Two (2) application forms , fully completed, signed and dated by the applicant (it is possible to choose the English version)
<input type="checkbox"/> Three (3) identical and current passport pictures (for picture format see Information about passport pictures). Two (2) of these pictures must each be glued to the application forms, the third 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"/> For Students: Certification of admission to study or confirmation of a German university (state or approved by the state). → https://www.hochschulkompass.de/
<input type="checkbox"/> For Student applicants: Proof of standard of matriculation for Germany in the form of foreign diplomas including their acknowledgement by a German authority, to demonstrate your sufficient entrance qualification for a German university → http://www.uni-assist.de/
<input type="checkbox"/> Curriculum vitae in tabular form, including an explanation about your education or of your vocational career without a gap.
<input type="checkbox"/> Explanation in writing about the stay for your studies: motivation for choosing the subject of your studies, reasons for choosing the university / college, pointed out plans for studies or explanation to your preparation to study (in German language).
<input type="checkbox"/> Proof of finance of your cost of living while studying. You will have to submit proof of at least € 861,- a month. This proof has to be given for one year in advance: €10.332. <ul style="list-style-type: none">○ Formal obligation according to §§ 66-68 Aufenthaltsgesetz (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.○ 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. Information on providers that offer this service worldwide is available on the Federal Foreign Office website.○ Letter of award of an official scholarship.
<input type="checkbox"/> Proof of health insurance (please inquire at university)

If you plan to take a preparatory German language course:

- Without prior knowledge of German your application may not be successful
- Confirmation of the language school regarding the type and duration of the language course
- Registration with the language course with confirmation that the course fees have been paid
- Evidence of previously completed language courses (e.g. diplomas; if available)

For minor applicants (age below 18):

Even with the application for a minor the basic principle of personal appearance applies. If you, as the parent or other legal representative of a minor would like to submit a visa application, you are kindly required to bring the child to the visa interview, together with the following additional documents:

- Birth certificate of the child (if born in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER (SECPA))
- Notarized declaration of consent of the parents for the stay in Germany / the Schengen-Area
- If not both parents have the care and custody of the child: proof regarding the situation of care and custody, e.g.:
 - Death certificate of one parent (if deceased in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER).
 - Certificate for the single mother
 - Court decision regarding the custody

The **application processing fee** is 75 Euros (applicants below 18 years of age pay 30 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.

Applicants are strongly advised to only submit complete applications. If an applicant insists on submitting an incomplete application, a visa application waiver needs to be signed. The application can then be rejected for being incomplete without giving the applicant a period to submit missing documents.

Additional documents, which are not detailed here, can be required in the individual case upon submission of the application or subsequently 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 weeks** must be expected. The visa should therefore be applied for **at an early date**.

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 currently 300,- PhP (payable upon delivery).

After entering Germany, you should immediately apply for the residence permit at the Aliens Office ("Ausländerbehörde") of the city you are staying. 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 traveling 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.