



### Checklist for a Tourist Visa

|     |  | Yes | No |
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| 1.  | <b>Application Form*</b> <ul style="list-style-type: none"> <li>• Fully completed in English or German and signed and dated by the applicant himself. If the applicant is under the age of 16 both parents must sign the application form.</li> </ul>  |     |    |
| 2.  | <b>Passport</b><br>Requirements: <ul style="list-style-type: none"> <li>• Validity of at least 90 days from the date of expiry of the requested visa.</li> <li>• At least one free page.</li> <li>• Must contain valid UAE Residence Visa entitling holder to return to the UAE.</li> </ul>  |     |    |
| 3.  | <b>Photocopies</b> <ul style="list-style-type: none"> <li>• 2 Passport copies</li> <li>• UAE residence Visa copy</li> <li>• Previous Schengen or UK Visa copy</li> </ul>   |     |    |
| 4.  | <b>One Passport photograph</b><br>Requirements: <ul style="list-style-type: none"> <li>• Size 3.5 x 4.5 cm</li> <li>• Should not be older than 6 months.</li> <li>• A frontal view of the face covering 70-80% (32-26mm) of the photo.</li> <li>• A uniform and light-colored background.</li> <li>• Clear facial features and eyes – not covered by hair or frame of glasses.</li> <li>• Head coverings are only accepted for religious reasons. do not glue or staple the pictures to the application form.</li> </ul> |     |    |
| 5.  | <b>Instruction Form* (A and C)</b> <ul style="list-style-type: none"> <li>• Fully completed in English or German and signed and dated by the applicant himself.</li> </ul>   |     |    |
| 6.  | <b>Overseas Medical Insurance</b><br>Requirements: <ul style="list-style-type: none"> <li>• Valid for the duration of the requested visa and all Schengen countries.</li> <li>• Minimum coverage 30,000€ and repatriation. (Medical Insurances connected to Credit Cards are <u>not</u> accepted)</li> </ul>   |     |    |
| 7.  | <b>No Objection Letter</b> stating purpose of travel, position, salary and begin date of employment in the UAE.  |     |    |
| 8.  | <b>Liability Letter</b> from the host in Germany (“Verpflichtungserklärung”) or Confirmed hotel booking.   |     |    |
| 9.  | <b>Proof of adequate financial guarantees</b> <ul style="list-style-type: none"> <li>• Salary slips/certificates of the last three months.</li> <li>• Status of personal bank account, Credit cards.</li> </ul>  |     |    |
| 10. | <b>A Confirmed return air ticket.</b>  |     |    |

❖ Nationals of: Afghanistan, Algeria, Bangladesh, Belarus, Burundi, Colombia, Congo, Egypt, Indonesia, Iran, Iraq, Jordan, Kazakhstan, Lebanon, Libya, Nigeria, North Korea, Pakistan, Philippines, Saudi Arabia, Sudan, Syria, Tunisia, Vietnam, and Yemen **must complete and hand in two application forms and Instruction Form A, B and C**

Special rules apply for Palestinian nationals holding Lebanese/Egypt Travel Document.

**Please Note**

- During the processing time the passport has to remain with the German Consulate In Dubai.
- The Visa may take anywhere between 2 to 14 days to process depending on the nationality of the applicant.
- All fees must be paid upon submission of the above in cash only.
- The Consulate reserves the right to ask for additional documents.
- Applicant could always be requested to appear for interview

**Remarks**

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**Date**

**VFS**