



Embassy  
of the Federal Republic of Germany  
Yerevan

## Visiting Family/Friends

**IMPORTANT:** Duly completed application forms may be submitted up to six months prior to your intended travel date.

The processing time for Schengen visas, from application to passport return, is generally at least 15 calendar days and can be extended to up to 45 days. Please submit your application at least 45 days before your departure date.

For further information regarding the processing and issuance of visas for Russian citizens, please refer to our website.

If your travel date is imminent or lies within two weeks of your application date, please check if you can postpone your trip. In general, neither the German Mission nor the Service Provider (TLS) is able to expedite the process.

### Please note:

All documents that are not available in German or English should be submitted with a simple translation.

According to the Visa Code, the German Mission in Armenia is only responsible for processing your application if your main destination is Germany, Belgium, Luxembourg or Sweden.

Submission of false documentation or incorrect information will most likely result in a refusal or even a travel ban to Germany or other Schengen States.

The submission of incomplete documentation can result in a refusal.

The German Missions reserve the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.

Documentation sent via e-mail or contact form, which has not been requested, will not be allocated to an application.

The relevant information pertaining to the application process can be found on our website: [www.eriwan.diplo.de](http://www.eriwan.diplo.de)

## Checklist for Filing Your Application (Visit)

**This checklist is intended to help you compile your documents. For more detailed information on the individual points, please refer to our website.**

Please sort your documents exactly in the following order:

|          |  |  | To be filled out by TLS  |
|----------|--|--|--------------------------|
| <b>1</b> | <b>Completed visa application form</b>                       | Please find the online application form at ( <a href="https://videx.diplo.de">https://videx.diplo.de</a> ). Complete it duly and correctly. Download the completed form as a PDF-file. Print, date and sign it.<br>Note: Applications of minors must be signed by both parents. (Name in print below signature)  | <input type="checkbox"/> |
|          |  | Signed declaration in accordance with Article 54 paragraph 2 number 8 in conjunction with Article 53 Residence Act (This is the last page of the visa application form).   | <input type="checkbox"/> |
| <b>2</b> | <b>1 photo</b>   | 1 current biometric passport photograph  | <input type="checkbox"/> |
| <b>3</b> | <b>Medical travel insurance for Schengen States</b>          | Valid travel health insurance covering your requested stay with a minimum coverage of 30.000 euros, valid for all Schengen countries.<br><br>When applying for a multiple-entry visa, a one-year or multi-year visa, it suffices to present a valid travel health insurance for your first trip.   | <input type="checkbox"/> |
| <b>4</b> | <b>Passport</b><br>Original + 1 copy of the data page        | Valid and signed passport (must have been issued within the last 10 years) which must have at least two blank pages and be valid for at least 3 months after the scheduled return  | <input type="checkbox"/> |
|          |  | Passport copy of pages containing personal data  | <input type="checkbox"/> |
|          |  | Copies of the pages with Schengen visas and the corresponding entry and exit stamps  | <input type="checkbox"/> |
|          |  | Non-Armenian nationals: Proof of residence in Armenia  | <input type="checkbox"/> |
| <b>5</b> | <b>Additional documents for children under the age of 18</b> | Copy of birth certificate  | <input type="checkbox"/> |
|          |  | If both parents or one parent cannot appear in person to submit the application<br><b>OR</b> If only one parent with custody is traveling:<br>A declaration of consent from the parents or the absent parent, either drawn up and certified by an Armenian notary or a declaration of consent from the other parent certified by an authority in Germany (citizens' office). | <input type="checkbox"/> |
|          | <i>Special cases</i>   | Copy of first page of passport of parents/legal guardian(s)  | <input type="checkbox"/> |
|          |  | One parent/legal guardian is deceased:<br>➔ copy of death certificate  | <input type="checkbox"/> |
| <b>6</b> | <b>Proof of financial status and sufficient funds</b>        | Sole custody has been granted:<br>➔ copy of decree of the competent court  | <input type="checkbox"/> |
|          |  | Personal bank statements with money movements of the past three months (in particular showing regular monthly income - which should be highlighted by you).  | <input type="checkbox"/> |
|          |  | tax certificates for salary received or tax certificates for profits/sales from self-employment; additional accounts e.g. saving accounts can be provided to prove your ability to finance the whole trip;<br><b>IF</b> your income stems from agriculture or rentals: Proof of ownership  | <input type="checkbox"/> |

|  |   |  |                          |
|--|---|--|--------------------------|
|  | <b>Proof of financial status and sufficient funds</b> | <ul style="list-style-type: none"> <li>- Formal Obligation Letter ('Verpflichtungserklärung), which must not be older than 6 months at the time of application, in the original and a copy</li> <li>- Alternatively, a formal declaration of commitment from your sponsor in Belgium/Luxembourg can be presented.</li> <li>- Alternatively, an invitation from the Swedish Migration Agency (Migrationsverket) including bank statements and your sponsor's last three payslips can be submitted.</li> </ul> <b>Residence permit or copy of the EU passport of the Sponsor</b> | <input type="checkbox"/> |
| 7  | <b>Proof of Willingness to return to Armenia</b>      | If employed: current letter of employment with original signature stating monthly salary and leave confirmation  | <input type="checkbox"/> |
|  |   | If self-employed: registration as a sole trader or limited liability company   |                          |
|  |   | If student: current proof of school/university registration confirming that the student is exempt from attending lectures during the requesting travel period, with an original signature  | <input type="checkbox"/> |
| When applying for the first time, or if no trips to the Schengen area have been made in the last 3 years: <ul style="list-style-type: none"> <li>- Presentation of the spouse's original passport, marriage certificate (divorce certificate, death certificate, if applicable) and one copy of each</li> <li>- Presentation of the original passports of minor children, birth certificates, and one copy of each</li> <li>- In the event of a stay abroad (e.g., also in Russia) by children and parents, e.g., registration certificate or residence permit.</li> </ul> | <input type="checkbox"/>                              |  |                          |
| 8  | <b>Documents proving purpose of travel</b>            | Without obligation letter: Invitation letter with dates, names of host(s), address and signature (not older than 3 months)   | <input type="checkbox"/> |
|  |   | Copy of passport of the inviting party and if applicable residence permit of the inviting party  | <input type="checkbox"/> |
|  |   | In case of close relatives, proof of relationship (e.g. copy of birth certificates)  | <input type="checkbox"/> |

Please note that the Embassy may issue the visa with a shorter validity than applied for, without prior consultation, as long as it is legally permissible or necessary. The applicant's passport has to remain with the German Mission and cannot be withdrawn during the processing of the application.

**To be signed by the service provider and the applicant:**

**The applicant has submitted the above documents. I have informed him/her that he/she must expect his/her visa application to be rejected if the necessary application documents are not submitted in full. The applicant has nevertheless decided to submit his/her application.**

|                         |                                     |
|-------------------------|-------------------------------------|
| Signature VAC employee: | Signature Applicant/Legal Guardian: |
| Place, date:            |                                     |