



Short Stay Schengen Visa

A.) The following documents must be submitted as **ORIGINAL AND ONE PHOTOCOPY EACH.** Only applications complete with all required documents can be accepted.

Please note the following exceptions:

- * **Does not apply to spouse of an Irish/EU/EEA national IF travelling together WITH the Irish/EU/EEA national.**
 - ** **Does not apply to spouse or parent of an Irish/EU/EEA national IF travelling together WITH the Irish/EU/EEA national.**
- See section C for further information.

1. **Completed application form "VIDEX"** (please fill out online, print and present it at your appointment).
 2. **Irish re-entry visa** valid for at least three months after the expiry date of the visa applied for.
 3. **Irish Certificate of Registration (GNIB card)** valid for at least three months after the expiry date of the visa applied for.
 4. **Proof of current address in Ireland** (bills, rent book, lease agreement etc.).
 5. **Recent passport sized photograph** => [see additional leaflet](#)
 6. **Passport** valid for at least three months after the expiry date of the required visa with **at least two blank visa pages!** Only passports issued (not extended!!!) during the past ten years can be endorsed with a visa.
 7. **Proof of current occupation in Ireland *** and sufficient means (see [D.\) Additional information, no. 1](#) below)
 8. **Recent Irish bank statements *** (not older than two weeks, showing movements over the last three months) in the applicant's name and address showing details and a balance that proves you have sufficient means of subsistence both for the duration of the intended stay and for the return to Ireland or your country of origin, or for the transit to a third country into which you are certain to be admitted, or that you are in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code; or
 - If you are financially dependent on your spouse, please also provide a marriage certificate and the spouse's bank statements.
 - If you are supported by a sponsor on your trip, please provide an official Declaration of Sponsorship (see [D.\) Additional information, no. 3](#)).
 9. **Return Ticket: ****
upon application: itinerary or print-out of *reservation* (flight/ferry/rail/bus) – No booking required!
upon collection: confirmed and non-transferable return ticket
 10. **Proof of medical insurance cover ****
The Embassy only accepts an individual or group travel insurance covering the costs for emergency treatment by a doctor or in a hospital and repatriation to your country of residence. The insurance must be **valid** in all Schengen states **for the duration of your stay plus 15 days** and must have a **minimum cover of 30,000 Euro** (including repatriation) per person.
upon collection: the insurance certificate and policy as proof
- Please note that the European Health Insurance Card issued by the Irish authorities does not cover the costs for repatriation and is therefore not accepted without additional travel insurance cover.
11. **Notice for Minors:**
For applications of minors (under 18), at least one parent must be present when the visa application is made. The following documents are required:
 - a. Birth certificate (also stating the names of the parents)
 - b. Recent, official and signed letter from school;
 - c. For minors travelling alone or with only one parent:
 - i. original passports of both parents (unless one parent has the sole custody or residence order for the child);
 - ii. [Written consent](#) to the intended journey with signatures of legal guardians, certified by notary public or Garda
 - d. Parents' passports and Irish residence documents, if Non-Irish nationals

B.) Further documents required according to purpose of travel - to be submitted as ORIGINAL AND ONE PHOTOCOPY EACH

<p>Tourism</p>	<p>Proof of accommodation: <u>Upon application:</u> Confirmed hotel/hostel/B&B reservation(s) covering the whole duration of your stay in Germany and, if applicable, in other Schengen countries. The names of all applicants must be shown on the reservation. <i>If booked a tour:</i> Booking confirmation of a European tour or any other appropriate document. <u>upon collection:</u> confirmation of full payment or credit card guarantee <u>if you are going on a school trip:</u> letter from the school confirming the trip</p>
<p>Visit of friend/relative</p>	<p>Original invitation from Germany, signature certified by public authority (see D.) Additional information, no. 3) and documents in relation to accommodation or copy of data page of passport & residence permit of host in Germany, if staying with one; and Proof of family relationship, if applicable. OR (replaces all of the above): Original Declaration of Sponsorship (see D.) Additional information, no. 3)</p>
<p>Business</p>	<p>Official letter of invitation from your business partner with original signature. This letter must state and confirm the details given in the letter from your employer in Ireland and indicate cover of your travel expenses, if applicable. Your counterpart and/or the organiser of your trip in Germany must be named and contact details given. Other documents which show the existence of business relations; Formal letter from employer (or other formal documents) proving the applicant's employment status at the company, the kind and duration of the business trips to Schengen area and the commitment to cover all the costs of journey; Entry tickets or registration for fairs and congresses; Documents proving the business activities of the company Proof of accommodation: <u>Upon application:</u> Confirmed hotel/hostel/B&B reservation(s) or other lodgings covering the whole duration of your stay in Germany and, if applicable, in other Schengen countries. The names of all applicants must be shown on the reservation. <u>upon collection:</u> confirmation of full payment or credit card guarantee</p>
<p>Airport Transit (see leaflet)</p>	<p>Visas for onward journey/destination, if applicable</p>

C.) Facilitations for spouses/parents of Irish/EU/EEA nationals:

1) IF you are travelling WITHOUT your spouse /child:

You need to provide all the regular documentation listed under A.) and B.)

2) IF you are travelling WITH your spouse / child:

2a) NO VISA is needed IF your GNIB card is a „Stamp 4EU FAM“ type.

(While travelling, have the marriage/birth certificate at hand to prove your family relationship.)

2b) A VISA is needed IF you hold a “Stamp 4” card:

Please provide:

- **Proof of the family relationship** (marriage or birth certificate)
- **Passport** of Irish/EU/EEA spouse / child
- **Documents** listed under A.), as far as you are not exempt (see * and **)

Please note:

Parents who travel with a child who is an Irish/EU/EEA citizen must present proof that they provide for the child (independent of state support) and have sufficient means for the journey (proof of employment, bank statements). Parents who do not provide financial support their child cannot avail of the facilitations and have to present all documents listed under A.) and B.)!

“**EU national**” here includes German citizens only if they have habitual residence in Ireland.

D.) Additional Information:

1) What to bring as proof of current occupation in Ireland and sufficient means:

Current occupation	Required documents
Employed	Your work permit and three most recent payslips. If you do not require a work permit: a letter from your employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Ireland) or copy of work contract and three most recent payslips.
Self-employed	Your company's registration certificate and a recent business printout available from the Companies Registration Office
Student	A recent letter from your university/college/school confirming your attendance/status, and, if applicable, proof of (part-time) employment (three most recent payslips and letter from your employer).
Pensioner	Your pension booklet
Unemployed	Permission of your local Social Welfare Office for your trip and a proof of the weekly or monthly social welfare payments
Other occupations (homemaker etc.)	Evidence that you have sufficient financial means to support yourself during your journey, for example current bank statements of the last three months stating your name and address Substantial proof that someone will sponsor you during your trip
Au-Pair	Valid au-pair contract between you and the host family.

2) Airport Transit See additional [leaflet on visa website](#)

3) Original Invitation from Germany & Declaration of Sponsorship

You are visiting relatives or friends and CANNOT support yourself financially	An official <i>Declaration of Sponsorship</i> / letter of guarantee (in German: "Verpflichtungserklärung") signed by your host, obtainable from your host's local Aliens Authority (in German: Ausländerbehörde).
You are visiting relatives or friends and CAN support yourself financially	Either a Declaration of Sponsorship (as above) OR an informal letter of invitation written and signed by your host including your host's address and your travel dates. In this case, the host's signature <u>must</u> be certified (for example by a notary public).

4) Remarks:

The Embassy may ask for **additional documents**, as applications are assessed on a case-to-case basis and this information leaflet cannot cover all eventualities. A final decision on the visa cannot be made, unless all required documentation is provided.

Please note that the acceptance and processing of your application do not guarantee that your visa will be approved and issued.

Holders of Schengen visas are still subject to immigration controls and are **not guaranteed entry** into any of the Schengen countries. It is advisable to take copies of the submitted documentation in your hand-luggage, as immigration authorities at the border might request to examine information regarding your stay in the Schengen territory. The *Declaration of Sponsorship* (Verpflichtungserklärung) must be carried with you in the original when travelling.

False statements or attempts to provide the Embassy with **fraudulent documents** result in the rejection of the visa application, i.e. the visa will not be issued. You may also be liable to prosecution under the law of the Schengen States. Please note that changes to your travel itinerary and / or accommodation after submission of your application are not possible. In such case, a new application (incl. fee) has to be made.

Please **do not buy your ticket or make any financial commitments** until you are certain that the visa will be issued. Reservations for flights/hotels suffice for the application. The Embassy is not liable for any expenses incurred by the applicants.

