



## Checklist for Schengen Visa — tourism —

Before submitting your application at the German Embassy in Wellington, please prepare the following documentation:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	valid <b>passport</b> (issued within the last 10 years and with <b>at least 3 months</b> validity after the scheduled return; with at least two <b>opposite</b> empty pages) including re-entry visa to New Zealand, valid for <b>at least 3 months</b> after your scheduled return.
<input type="checkbox"/>	<b>application form</b> & declarations duly signed
<input type="checkbox"/>	<b>1 copy of your passport's data page</b>
<input type="checkbox"/>	<b>valid travel health insurance</b> for the whole duration of your stay in the Schengen Area. Only New Zealand or German/European insurance policies are acceptable.
<input type="checkbox"/>	<b>personal covering letter</b> with entire travel plan (itinerary)
<input type="checkbox"/>	<b>for minors:</b> - If travelling unaccompanied by parent(s), consent letter signed by both parents & applicant - Form signed by both parents - Copy of the parent(s)' passports data page and child's birth certificate
<input type="checkbox"/>	- <b>leave letter</b> of your company (if employed) - <b>no-objection certificate</b> of school or university (if student)
<input type="checkbox"/>	<b>flight reservation</b> , rail tickets, others
<input type="checkbox"/>	<b>proof of accommodation</b> for your entire stay in the Schengen area
<input type="checkbox"/>	<b>proof of financial status:</b> If <b>employed</b> : Payslips of the past three months / employment contract If <b>self-employed</b> : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income etc.) <b>Personal bank statement</b> of the past three months with sufficient funds
<input type="checkbox"/>	<b>1 passport photo</b> according to biometric specifications, not older than 6 months
<input type="checkbox"/>	<b>fees</b> (payable by cash, cheque or credit card, NO EFTPOS!). There is no fee for applicants whose spouse or children are EU-citizens. Please include copy of marriage certificate/birth certificate as well as spouse's or child's EU-passport.
<input type="checkbox"/>	<b>self-addressed courier envelope</b> – if you are not picking up the passport in person

### Please note:

Original documents need to be presented in the given order. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Embassy reserves the right to ask for additional documents.

Submission of the above-mentioned documents does not guarantee that a visa is granted.  
Submission of incomplete documentation may result in the rejection of your application.  
The Embassy will accept applications 3 months before travel **at the earliest**.

as of 02.07.2018