

Please organise all documents according to this list in the given order.

☐	<u>VIDEX application form</u> fully completed including declaration Section 54 (2) 8 Residence Act, duly signed
☐	For applicants under 18: - at least one parent must be present when the application is made - • birth certificate or proof of guardianship • recent letter from school, signed • passports of all guardians and Irish residence permit For minors travelling alone or with only one parent: • written consent to the intended journey, signed by all guardians and certified by notary public or Garda
☐	Valid passport – original • Signed by the holder • with at least two consecutive blank pages • valid for at least 90 days beyond the return date of the trip to the Schengen Area • issued within the last 10 years
☐	1 copy of the passport , including all pages with entries/visas
☐	Irish re-entry visa or Irish residence permit (IRP) – valid for at least 1 month beyond the intended departure from the Schengen area (original + copy)
☐	1 biometric passport photo (35x45mm) , not older than six months with a bright background and frontal view of the face. Digitally altered passport pictures will not be accepted.
☐	Travel itinerary: flight reservations (intended or booked flights) or train/ ferry tickets
☐	Invitation letter from the host: • formal declaration of obligation “Verpflichtungserklärung” (not older than 6 months) <u>or</u> • invitation letter from Germany and passport copy/ copy of residence permit of the host (signed, dated and not older than 30 days)
☐	Proof of funds for the trip: • bank statements of the last 3 months and • last 3 months pay slips or • sponsorship letter by a 3rd party, copy of the sponsor’s passport, a recent bank statement and pay slip *Proof of income for the last 3 months, regardless of whether it is issued weekly, bi-monthly, or monthly. This requirement also applies to the sponsor.
☐	Proof of occupation: • employed: work permit or employers’ letter (not older than 30 days) • self - employed: your company’s registration certificate • students: a recent letter from your university/college/school + if applicable, proof of (part-time) employment (not older than 30 days) • pensioners: pension booklet • unemployed: permission of your local social welfare office of your trip + proof of the weekly/monthly social welfare payments • Au-Pair: valid au-pair contract
☐	Travel insurance: • in the name of the applicant, valid for the Schengen area + the whole duration of the first planned trip • minimum coverage of 30,000, - € + sports coverage if applicable. Insurance that is contingent on a bank account is not acceptable (e.g. Revolut). • cover for COVID 19 should not be excluded
☐	Proof of address: for example, a household bill or a bank statement (not older than 2 weeks)



Checklist for Schengen visa application: Visit of Family/Friends



Botschaft
der Bundesrepublik Deutschland
Dublin

Please note that the German Embassy Dublin reserves the right to ask for additional documents at any time during processing. Submission of the above-mentioned documents does not guarantee that a visa is granted.