

List of documents required for a visa to visit friends and acquaintances

It is strongly recommended to provide a complete set of documents in accordance with the list of requirements below in order to avoid delays in visa processing.

The decision on issuing a visa is the responsibility of the German diplomatic mission in Russia. Please note that the embassy has the right to request additional or missing documents, which may increase the processing time of your application.

Applicants must have with them the originals of all necessary documents and their copies.

All documents must be up-to-date and presented to each application.

Important note: the issuance of visas with a long validity period (multi-year visas) and multiple entry has been discontinued.

When applying for persons under the age of 18, please read the "**Minors**" section on the VisaMetric website.

- **1. [Printed completed visa application form \(original\)](#)**

All pages of the online application must be printed out. Please sign the form in the designated areas.

- **2. Consent to the processing of personal data**

The document must be printed, signed and submitted together with the visa application and additional documents.

- **3. Foreign passport (original and copy), which must meet the following criteria:**

- the date of issue must not be older than 10 years;
- the document must be signed;
- it must have at least 2 blank pages for a visa;
- the document must be valid for at least 90 days after the expected return date.

In addition, if fingerprints were previously submitted when applying for a Schengen visa, you must attach a copy of this visa. If you have a cancelled or other valid passport, you must submit its original and attach copies of the pages with personal data and Schengen visas to the application.

- **4. Biometric photo**

2 actual color photos taken during the last 6 months, on a white or light background, 35 mm x 45 mm in size, the face is located in the center of the frame.

- **5. Health insurance**

Travel medical insurance with the name of the applicant must:

- be issued in the EU;
- be valid for the entire territory of the Schengen area and during the intended period of stay;
- cover emergency medical care and repatriation, including the risk of death;
- have coverage of at least 30,000 euros.

Travel medical insurance issued in Russia is not accepted.

- **6. Internal passport (original and copy)**

The following copies of the internal passport must be provided: all pages with personal data and marks, as well as pages 13-19.

- **7. Invitation from the host party (original and copy):**

- If financial guarantee can not be proven in accordance with requirement no. 9: An official statement of commitment (Verpflichtungserklärung) in accordance with §§ 66-68 of the Law on the Stay of Foreign Citizens in Germany (AufenthaltG). This document is only valid for 6 months. The original of this document is submitted for consideration to the Diplomatic Mission and will be returned to you upon receipt of the passport. If the receiving party is not a German citizen, it is necessary to provide copies of the pages with personal data of his passport and residence permit.
- As well as: a signed and dated letter of invitation from the actual host party (not necessarily the same as the host party specified in the statement of commitment "Verpflichtungserklärung"). The invitation letter must contain contact details and details of the relationship with the applicant, as well as confirm the purpose, duration of the trip and the address of stay in Germany. It is necessary to provide a copy of the passport page with personal data and, if applicable, a copy of the residence permit of this person. The letter of invitation must also be submitted if there is an official statement of commitment (Verpflichtungserklärung).

- **8. Travel confirmation (as a rule, only air travel is considered).**

- Round-trip tickets **paid for by the host party**, indicating the name and dates of the applicant's trip.
- Confirmation of paid accommodation, indicating the name and dates of the applicant's trip for the entire period of stay in the territory of the Schengen member States.

- **9. Financial guarantee (unless Verpflichtungserklärung is submitted)**

It is necessary to provide proof of the availability of financial resources for the duration of your stay in the territory of the member States of the Schengen Agreement. Only current statements issued in the name of the applicant **from a verifiable bank operating in the EU Member States can be accepted for consideration**. The document must include information about the current amount of funds in the account (accounts). The applicant must provide relevant bank account statements for the last 3 months.

Submitting the above mentioned bank statement, the applicant confirms that the funds in his account/card will be available for use in EU member states.

- **10. Proof of employment, studies or regular sources of income:**

- **Employees:** A certified copy of the work record, as well as the original of the current, signed and stamped certificate of employment with the contact details of the organization. The certificate must indicate the name and surname of the applicant, his position, monthly salary, and vacation days.
- **Individual entrepreneurs:** Certificate of registration of an individual entrepreneur (original and copy), form 2NDFL or 3NDFL and an extract from the trade / tax register.
- **Students:** A certificate of study (original) and a signed letter from the school/college/university confirming the enrollment.
- **Pensioners:** Pension certificate (original and copy) and/or up-to-date pension payment certificates.

- **11. Other possible evidence of the intention to return to the Russian Federation**

- Proof of ownership of real estate in the Russian Federation.
- Proof of ownership of one or more vehicles.
- Bank statements for the last 3 months showing the name of the applicant and the ending balance, issued within the last 2 weeks from the date of the visa application.
- Confirmation of the presence of close relatives (spouse, children and parents) living in the Russian Federation (marriage or birth certificate).