



Embassy
of the Federal Republic of Germany
Kathmandu

January 2020

Schengen Visa

(Category A and Category C)

Foreigners living in Nepal and intending to travel to

**Germany, Austria, Belgium
Hungary, Luxemburg and Slovenia**

for tourist or business (including trade fairs) purposes as well as the purpose of visiting friends and family members may apply for a Schengen Visa (**Category C**) with the German Embassy in Kathmandu.

A Schengen visa entitles the holder to an accumulated stay of up to 90 days within a period of six months and is valid for Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland (Schengen Member States).

Should you however only be transiting through the Schengen area, you may apply for an airport transit visa (**Category A**). This visa allows a short stop-over at an international airport only. Neither leaving the airport's international transit area nor overnight stays in a hotel are possible. If you need to leave the international transit area (i.e. in order to catch a connecting flight at another airport to leave the Schengen area), please apply for a regular Schengen visa.

Nepalese citizens need an airport transit visa only for the Netherlands, Belgium and Luxemburg.

General information

- All applicants are requested to **take an online appointment** prior to applying for their visa (www.kathmandu.diplo.de)
- **Personal appearance** at the German Embassy for submitting an application is mandatory.
- Minors have to be **accompanied** by their legal **guardians** or any authorised person (proof of written authorisation of the legal guardian who is not able to appear in person attested by a notary public and a photo ID)

The minimum time to **process your Schengen visa** application will be four working days. However, in case an additional personal interview or additional supporting documents are necessary, the visa process might take up to seven days or more.

Collection time for visa:

Monday & Wednesday: 2.00 p.m. - 3.00 p.m.
Friday: 12.00 p.m. - 1.00 p.m.

Checklist for Schengen Visa

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

- valid **passport** (issued within the last 10 years and with at least 3 months validity after the scheduled return) with at least two empty pages
- **Schengen Visa Application Form** (all questions have to be answered) together with Declaration on True and Complete Information
- **Citizenship Certificate**, original and one copy
- **1 copy of your passport's data page** (A4 size copy)
- **Travel health insurance**, original and one copy (valid for all Schengen member States, covering a minimum of Euro 30.000,00)
- **Flight reservation** (rail tickets if applicable)
- **Proof of accommodation** for your entire stay in the Schengen area
- **1 copy of each previous Schengen-, UK- or USA-Visa** (if travelled)
- **For Minors:** If travelling without the parent(s), consent letter and application form signed by both parents; copy of the parent(s) passports data page or Citizenship Cert. Parents must be present during the visa application.
- **Invitation letter from Germany or country of your destination including travel itinerary**
- **Certificate of leave letter from your company** (if employed), **No objection certificate** from school or university (if student)
- **Proof of sufficient funds for your stay: if sponsored:** formal obligation letter (**Verpflichtungserklärung according to §§ 66-68 AufenthG /German Residence Act**) from your sponsor – original and copy
- **Proof of your financial status: if employed:** letter from your employer (providing information regarding your annual/monthly income and duration of your employment with the company if **self-employed:** proof of company registration including PAN and proof of tax payment (original and one copy)
- **personal bank statements** of the last six months (only originals are accepted)
- **Proof of civil status:** Originals and copies of your Marriage Certificate and Birth Certificates of your children (alternatively: Certificate of Relationship)
- **2 recent biometrical passport photographs** (not older than six months)
- **Visa fee equivalent to Euro 80,00 in NPR**

Additional requirements for applications for Business Visa

- Submission of a Formal Obligation Letter(original and 1 Xerox copy of the document) according to §§ 66-68 AufenthG /German Residence Act, signed by the inviting company at the competent Aliens Authority (“Ausländerbehörde”) in Germany **or** An informal letter of invitation, in which the sponsor guarantees to bear all costs according to §§ 66-68 AufenthG/ German Residence Act
- **Company bank statements** of the last six months
- **Detailed schedule** of your **business meetings**
- **Exhibitor's pass / visitor's pass** (in case applicant wants to go to a trade fair)

- All documents have to be presented in the given order in original, copies in Format: DIN A 4
- All documents in Nepali language have to be supported by an English or German translation
- Only applications with complete documentation can be accepted

Please note that the German Embassy reserves the right to ask for additional documents or a personal additional interview.

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 guidelines are subject to change without prior notice