



Embassy
of the Federal Republic of Germany
Kathmandu

September 2018

Information regarding Study Visa

All Nepali nationals who intend to study in the Federal Republic of Germany require a visa prior to their departure.

An application may only be filed at the German Embassy in Kathmandu when the applicant has a permanent residence in Nepal.

Application

Please note that visa applicants for a Study Visa have to take an online appointment prior to submitting their application under

https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=kath&request_locale=en

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. An applicant being late consequently has to schedule a new appointment.

The visa application must be supported by all the necessary documents as only applications with complete documentation can be accepted.

Simultaneous applications for a Schengen visa and a student visa cannot be processed.

Fees

Visa fees are payable in Nepali Rupees. The fees are fixed in Euro (please refer to separate information sheet); therefore the equivalent in Nepali currency may vary according to the exchange rate. The complete fee has to be paid upon application and will not be refunded in case the visa application is rejected.

However, should you have been granted a stipend by means of public funds (e.g. DAAD scholarship), you are exempted from paying the visa fee.

Processing Time

The minimum time to process your study visa is approx. 8 – 10 weeks, since your application has to be forwarded to the competent immigration authorities in Germany for final approval.

Visa information by phone will be given from Monday to Friday between 2.00 and 3.00 pm.

690 Gyaneshwor Marg, Gyaneshwor, Kathmandu
www.kathmandu.diplo.de Tel. 00 977-1 421 7200

P.O.Box 226, Kathmandu
Fax 00977-1 441 68 99

Mail: Info@kath.diplo.de

Checklist

Please prepare the following documentation for your visa:

<input type="checkbox"/>	Valid passport or travel document (with a validity of at least 12 months)
<input type="checkbox"/>	3 recent biometrical passport photographs (not older than six months)
<input type="checkbox"/>	2 Visa application forms (please make sure that both forms are filled out and signed mentioning especially the address of your future residence in Germany (question 15) as well as your complete home address which includes telephone number and e-mail address in Nepal)
<input type="checkbox"/>	Signed Declaration on True and Complete Information
<input type="checkbox"/>	Copy of your passport's data page (A4 size copy) + last page
<input type="checkbox"/>	Citizenship Certificate original and 2 copies
<input type="checkbox"/>	Self-written letter of motivation explaining your motivation and reasons for studying in Germany
<input type="checkbox"/>	Proof of admission to the relevant University or Institution (scholarship certificate if applicable)
<input type="checkbox"/>	School Leaving Certificate and mark-sheets
<input type="checkbox"/>	Higher Secondary Education Board Certificate and mark-sheets
<input type="checkbox"/>	Proof of previous studies in the relevant area (e.g. Bachelor Degree, transcripts) if applicable
<input type="checkbox"/>	<p>If required by the university for the respective course:</p> <ul style="list-style-type: none"> • Proof of knowledge of the German language (The level depends on the requirement given by the respective university) or English language (TOEFL, IELTS) <p>Only one of the following certificates can be recognised (levels are minimum requirements):</p> <ol style="list-style-type: none"> 1. German Certificate of ALTE (Assoc. of Language Testers in Europe) In Nepal at the moment only certificates by the Goethe Centre Kathmandu in Thapathali, phone +977-1-4250871, E-Mail: gzk@wlink.com.np 2. The "Advanced Level Certificate German" of the Campus of International Languages of Tribhuvan University are recognised as proof of knowledge 3. German Certificate from VHS Bhaktapur, Adharsha-7, Bhaktapur, website: www.vhsbhaktapur.org, E-Mail: i.patsch@vhsbhaktapur.org, Tel.: +977 981 512 81 84
<input type="checkbox"/>	<p>Proof of financial means to cover the costs for the time of your studies by one of the following documents:</p> <ul style="list-style-type: none"> • Confirmation of scholarship / stipend • Formal sponsorship letter from a sponsor living in Germany ("Verpflichtungserklärung" according to Art. 68 German Residence Act for Studies) • Proof of financial status: e.g. letter from employer (providing information regarding annual/monthly income and duration of employment with the company), company registration, land ownership certificate, evidence of tax payment, personal bank statements, etc.

	<ul style="list-style-type: none"> • A Blocked account ("Sperrkonto") is <u>not</u> mandatory at the time of the application but can be requested during the visa process. Please refer to the information sheet "Opening a Blocked Account" available on the website of the German Embassy in Kathmandu. <p>Simply the submission of one of the proofs of financial means does not result in fulfilling the requirement of obtaining a study visa. Additional documents can be requested during the visa process.</p>
<input type="checkbox"/>	Flight reservation (to be provided after approval of visa)
<input type="checkbox"/>	Health Insurance (to be provided after approval of visa)
<input type="checkbox"/>	Visa fee equivalent to Euro 75,00in NPR (in case no scholarship is granted)

Please prepare two identical sets of applications with the above-mentioned documents and bring your original documents along.

- All documents have to be presented in the given order in original, copies in Format: DIN A4
- **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 an additional interview.

Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.

Please note that the German Embassy reserves the right to forward fake documents submitted during the visa process to the police.

For further information please refer to www.kathmandu.diplo.de

The regulations have been issued by the Embassy of the Federal Republic of Germany and are subject to change without prior notice.

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