



## Schengen Visa

### General Information

- The visa application can be submitted at the earliest six months prior to the planned trip.
- Documents that are not issued in German or English must be submitted together with a translation.
- Each visa application is reviewed individually. Therefore, the requested documents might vary. The Consulate General reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- The standard processing time is approx. 5 - 10 working days upon submission of complete documents.
- For minor applicants additional information on page 3.

### Checklist

**Please submit the documents listed below in according order in original and one complete set of copies.**  
Originals will be returned after examination. Copies will not be made by Consulate General staff.

- Fully completed and signed [visa application form](#)
- [Declaration of genuineness of submitted documents](#)
- Passport, which is valid for at least three months after leaving the Schengen area, which was issued in the last ten years and with at least two free pages (copy of photo page and pages with visas, stamps, etc. required)
- Proof of residency in Hong Kong
  - Hong Kong stay permit valid for at least three months after leaving the Schengen area and a Hong Kong Identity Card or
  - Hong Kong Permanent Identity Card (only applicable for non Hong Kong passport holders) and proof of address in Hong Kong
- Two passport photos according to [biometric specifications](#) (not older than 3 months)
- Proof of flight reservation for a round-trip
- Proof of travel health insurance stating
  - name of the applicant
  - coverage of at least 30.000 EUR for medical expenses and repatriation
  - valid for the entire Schengen area
  - valid for the entire duration of stay in the Schengen area
- Visa application fee
  - 80 EUR, for applicants 12 years and older
  - 40 EUR, for children between 6 and 11 years
  - payable in cash in HKD only (exact amount in HKD depends on the exchange rate)

➔ additional documents on page 2



<b>TOURISM</b> <b>additional documents</b>	
<input type="checkbox"/>	Letter of employer/university/school stating the following if applicable <ul style="list-style-type: none"><li>- duration of recruitment</li><li>- status</li><li>- income</li><li>- confirmed upcoming leave</li></ul>
<input type="checkbox"/>	Complete <a href="#">travel plan</a>
<input type="checkbox"/>	Hotel reservation for the entire stay in the Schengen area incl. name and full address of the hotel
<input type="checkbox"/>	Financial proof <ul style="list-style-type: none"><li>- your own bank statements of the last three months issued by a bank in Hong Kong or Macao or</li><li>- if you are financially supported by your spouse signed sponsor letter, bank statements of your spouse, marriage certificate and passport copy or</li><li>- formal obligation letter (“Verpflichtungserklärung”) issued by the competent German authority of the person inviting you</li></ul>
<b>VISIT</b> <b>additional documents</b>	
<input type="checkbox"/>	Letter of employer/university/school stating the following if applicable <ul style="list-style-type: none"><li>- duration of recruitment</li><li>- status</li><li>- income</li><li>- confirmed upcoming leave</li></ul>
<input type="checkbox"/>	Financial proof <ul style="list-style-type: none"><li>- your own bank statements of the last three months issued by a bank in Hong Kong or Macao or</li><li>- if you are financially supported by your spouse signed sponsor letter, bank statements of your spouse, marriage certificate and passport copy or</li><li>- formal obligation letter (“Verpflichtungserklärung”) issued by the competent German authority of the person inviting you</li></ul>
<input type="checkbox"/>	Invitation letter and passport copy of the host letter must include personal data, relationship between host and applicant, address and phone number, duration of stay
<b>BUSINESS</b> <b>additional documents</b>	
<input type="checkbox"/>	Company guarantee letter from the applicant’s employer stating <ul style="list-style-type: none"><li>- duration of recruitment</li><li>- status</li><li>- purpose and duration of intended trip</li></ul>
<input type="checkbox"/>	Invitation from your business partner in Germany specifying the purpose and duration of your intended trip
<input type="checkbox"/>	Hotel reservation for the entire stay in the Schengen area incl. name and full address of the hotel
<input type="checkbox"/>	Bank statements of the last three months issued by a bank in Hong Kong or Macao with bank letterhead and name of account holder



Minors (under 18) must submit the signed application forms and their birth certificate in the presence of their legal guardians. If both parents are the legal guardians, both must be present. If this is not possible, the legal guardian that is absent must submit a written declaration of consent (including legalization of signature). If there is only one legal guardian, he/she must submit proof of sole custody of the minor.