



# TOURISM AND VISIT

FACTSHEET FOR SCHENGEN VISA (11/2023)

## GENERAL INFORMATION

1. Please read the following instructions carefully and list your application documents.
2. Please sort your documents in the order given and tick them off which documents you are submitting.
3. The German Embassy in Cairo is only responsible for applicants who have their **habitual residence in Egypt**, also for applicants **from Syria, Libya, Yemen and Sudan**.
4. According to the Visa Regulations, the **German Embassy is only responsible for Schengen visa applications if the main destination is Germany**. If other Schengen countries are also to be visited, the periods of stay must be supported by appropriate documentation, such as hotel reservations.
5. Please register on the website [www.tlscontact.com](http://www.tlscontact.com) and book your appointment there.
6. Please use the online application [VIDEX](#) for your application.
7. Please appear in person at the TLScontact center and **submit your visa application and fingerprints**. Applicants who have submitted fingerprints to a Schengen representation in Egypt within the past 4 years will not be required to submit new fingerprints. If you are applying through a messenger, you must sign a **simplified authorization** form for the messenger.
8. **When applying for a Schengen visa, there are fees for the visa, as well as service fees at TLScontact**. The fee is not refundable in case of rejection or withdrawal of the application. Please also note that in case of no-show or showing up with incomplete documents, TLScontact service fees will not be refunded. Cancellation of already booked appointments is possible up to 3 days before your booked appointment.
9. **All Arabic documents must be accompanied by a German or English recognized translation**.
10. The passport is an integral part of your application. A return of the passport during the ongoing processing procedure is not possible for organizational reasons.
11. **Only applications with complete documents can be accepted**. If you insist on the application being accepted with missing documents, this may result in a rejection of the required visa.
12. Submitting the application is **possible from 6 months to 4 weeks** before the planned trip.
13. The processing time of your application is **approx. 2 to 4 weeks**. In exceptional cases, the processing time may be longer. The Embassy reserves the right to request additional documents in some cases. Questions about the status of your application during the regular processing time will not be answered.
14. Please check our website [www.kairo.diplo.de](http://www.kairo.diplo.de) regularly for further information.

## BASICLY REQUIRED DOCUMENTS

### PASSPORT

- Passport is not older than ten years, has at least two blank pages left and is not damaged.
- The passport is valid for at least three months after the requested period of stay abroad.
- The passport has been signed by the passport holder before submitting the application.
- The passport holder is clearly to be identified with the passport photo.
- Copies of the data page, page 3 and previous visas (Schengen Visa, USA, UK, Canada) have been made.
- Copies of the last existing visas in the old passports have been made.

### APPLICATION FORM AND INSTRUCTIONS

- Fully completed and personally signed [VIDEX application](#) form and the [accompanying instruction](#).

### CURRENT BIOMETRIC PERSONAL PHOTO (1 PHOTO)

Please do not glue the passport photo onto the form! Information about the passport photo can be found at [www.biometrisches-passbild.net](http://www.biometrisches-passbild.net)

- The passport photo is not older than 6 months.
- The passport photo is taken with a white or light gray background.
- The passport photo has not been digitally modified

### TRAVEL HEALTH INSURANCE

- The insurance is valid for all Schengen countries in the period applied for.
- The minimum coverage amount is €30,000 or equal amount in USD
- There is no limit or exclusion of treatment (Covid19, pregnancy, age restriction...)

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## CERTIFICATE OF TRAVEL HISTORY FOR FIRST TIME APPLICATION (FROM MOGAMA).

ARE YOU APPLYING FOR A **SCHENGEN VISA FOR THE FIRST TIME**, DO YOU RESIDE IN EGYPT AND ARE YOU OLDER THAN 16?

You need a certificate of your travel movements (from Mogama) in English or German translation.

YOU HAVE ALREADY RECEIVED A SCHENGEN VISA BEFORE?

You do not need a certificate of your travel movements (from Mogama), **if copies of the previous visas (Schengen Visa, USA, Canada, Great Britain) are available.**

YOU HAVE LOST YOUR PASSPORT?

You need a certificate of your travel movements (from Mogama) for the last 7 years and a police report of lost in English or German translation.

## PROOF OF THE TRAVEL PURPOSE

### ACCOMMODATION

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#### TOURISM

- You have an existing, valid hotel reservation including booking number and pin?  
Please attach a copy of the reservation to your application.

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#### VISIT

##### YOU HAVE A FORMAL LETTER OF COMMITMENT

- formal letter of commitment (original + 1 copy)
- date of issue not older than 6 month
- copy of passport and copy of residence permit of the inviter

##### INFORMAL INVITATION

- signed informal invitation
- includes complete address and contact data of the inviter
- copy of passport and copy of residence permit of the inviter

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#### FLIGHT

- Please attach an existing, valid flight reservation to your application (round-trip).

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#### ITINERARY

- Please include information about the itinerary, purpose of stay, and plans.

## PROOF OF FAMILY AND ECONOMIC ROOTS IN EGYPT

### FAMILY ROOTING

- Please attach an **extract from the Egyptian family register** in German or English translation.
- Are you **widowed**? Please attach the **death certificate** of the deceased in German or English translation.

### VISIT OF CHILDREN OR RELATIVES LIVING IN GERMANY

In addition to the information on family roots, please enclose a **copy of the passport and residence permit of the child living in Germany or of the relative living in Germany**, as well as proof of relationship (e.g. birth certificate, marriage certificate, etc.).

### ECONOMIC ROOTS

#### EMPLOYEE

- current employer's letter** with following details translated to German or English
  - name, position, duration of employment
  - Amount of monthly salary and proof of receipt (cash or bank transfer)
  - purpose of stay and duration of stay
  - social insurance number
  - address, telephone number, e-mail, and business field of the company
  - Name of the signatory
- Additionally your own**, chronologically ordered and signed stamped bank statements of the last 6 months if available: savings, securities, proof of ownership (for example, car, house, etc.)

#### SELF-EMPLOYED / BUSINESS

Please provide the following documents:

- copy of the current and **valid commercial register** and **current valid tax card** of the company translated to German or English
- chronologically arranged, stamped **bank statements of the company** of the last 6 month
- Additionally: your own**, chronologically ordered and signed stamped **bank statements of the last 6 months** and, *if available*: savings, securities, proof of ownership (for example, car, house, etc.).

## YOU ARE STILL STUDYING OR HAVE JUST FINISHED YOUR STUDIES OR ARE STILL GOING TO SCHOOL?

Please provide the following documents:

- current school certificate or last school leaving certificate
- proof of university graduation or last university certificate

## YOU ARE ALREADY RETIRED OR ON PENSION?

Please provide the following documents:

- pension/retirement certificate**
- Additionally your own*, chronologically ordered and signed stamped bank statements of the last 6 months and, if available: savings, securities, proof of ownership (for example, car, house, etc.).

## VISA FEES

The Visa fee is **80,00 Euro** and must be paid in local currency.

Children under 6 years are free of charge.

Children between 6 and 12 years pay the reduced fee of 40,00 Euro

The fee is not refundable in case of refusal or withdrawal of the application. Please note that in case of no-show or showing up with incomplete documents, TLScontact will not refund the service fee. Cancellation of already booked appointments is possible up to 3 days before your appointment.

### Notice!

Do not lose time and money by wrong information! You can find all information about VISA and entry regulations on our website [www.kair.diplo.de](http://www.kair.diplo.de) .

If you do not find information to your questions there, write us via our contact form.

Third parties, such as travel agencies, writing agencies, consultants, etc. or other websites give false information. If you trust this information, your request may be delayed and you lose money. Especially if someone asks for money for visa information, you should become suspicious.

The information provided by the German Embassy is free of charge.

## I HAVE TAKEN NOTE OF THE FOLLOWING INFORMATION

- The submission of forged documents as well as incorrect information will necessarily result that the application will be rejected and can lead to an entry prohibition for Germany (and possibly also for the other Schengen states)!
- The submission of incomplete documents may result in rejection.
- I am informed that if I apply for multiple entries, I must have adequate travel health insurance for my first stay and each subsequent visit to the territory of the Member States.
- With my signature I confirm that I have read this information sheet and understood its terms.
- With my signature I agree that the diplomatic mission is allowed to contact me via email as specified.

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Place, date and signature of the applicant