



## Guidelines for Common Schengen Visa Requirements

A Schengen visa is generally valid for all Schengen countries, which include Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

A Schengen visa can be issued for *transit* through *or* an intended *stay* in the territory of the above mentioned Member States of a duration of no more than three months in any six-month period from the date of first entry in the territory of the Member States.

**Note:** These are general guidelines and any applicants should contact the specific Embassy responsible for issuing the visa for more details.

If visa applicants are planning to travel to one of the Schengen States they should apply, normally in person, through the Embassy of that country or its nearest representative. If they are going to several Schengen countries, they should apply through the country of their main destination. If there is no clear main destination, applicants should apply through the country of the first port of entry in the Schengen states.

For Namibia the following representation agreements are applicable:

- a) Finland issues visas on behalf of Sweden, Norway, Iceland and Estonia,
- b) Germany issues visas on behalf of Austria, France, Greece, Hungary, the Netherlands, Belgium, and Luxembourg.
- c) Spain issues visas on behalf of Portugal.

Applications must be handed in by the applicant or by a duly authorised representative (written authorisation) in person. No applications arriving by mail or courier will be processed. Any matters pertaining to an application will only be discussed with the applicant or his duly authorised representative.

Visa application forms are also available under [www.windhuk.diplo.de](http://www.windhuk.diplo.de) ("Welcome to Germany") and may be completed in German or English.

### **Requirements (please provide original documents and one full set of copies):**

1. **One recent biometric colour passport photograph** is requested for processing the visa.
2. The applicant's passport must be valid for **three months** beyond the duration of the Schengen visa. There must be at least 2 empty pages for visas and entry stamps and the passport must have been issued within the past 10 years.
3. For **minor children** both parents must sign the application **in the presence of the Embassy's staff**. If parents cannot personally sign at Embassy, a written and certified consent (by Commissioner of Oath) has to be submitted.  
**A Full Birth Certificate** of the minor child has to be presented with the application.
4. Proof of a **reservation of a return flight** is needed for the application and tickets are to be presented upon collection of the visa. **It is strongly recommended not to purchase a flight ticket unless the visa has been granted.**

5. Applicants are requested to submit proof of **means of subsistence** (for example: Bank Statements for past 3 months), which are (at all times) at least equivalent to 50 Euros for each intended day of stay in the Schengen Countries. Alternatively a **legalized letter of liability** (for Germany: “**Verpflichtungserklärung**”) signed by the host residing in the (applicable) Schengen country and certified by his local aliens’ authority can be submitted instead of proof of own funds (Applicant needs the **original** of said document).
6. **Proof of accommodation** during the intended period of stay in the Schengen States is necessary, either by confirmed reservations, or by an invitation letter of the private contact in the Schengen countries (with signature; copy of hosts ID or passport, and proof of registered residence).
7. The purpose of the stay in the Schengen area must be documented.  
Please give reason for multiple entry, otherwise only one (1) entry will be given.  
For **business visa** applicants, an invitation from the business contact in the Schengen Countries (with signature), a confirmation from the employer in Namibia, stating the applicant's position in the company and the reason for travel to a Schengen State (with signature). A cost responsibility declaration from either party is necessary unless the applicant submits proof of sufficient funds of his own.
8. Proof of **travel medical insurance** covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be **€30,000**.
9. The applicant's **intention to return** to Namibia after the stay in the Schengen area needs to be documented, eg. proof of family ties in Namibia, proof of employment, etc..  
If the applicant is a foreigner in Namibia, he must also possess a **valid residence permit/ re-entry visa** for Namibia (valid beyond the duration of the Schengen visa).
- 10.. The visa fees are **€60.00**. Children under 6 years are free of charge, children from 6 to (under) 12 years pay EUR 35.  
All visa fees are payable **cash** in N\$ at current exchange rate **or with credit card** (Mastercard, Visa, American Express).
11. The Community Code on Visas prescribes an application period of longest **3 months** prior to departure, and **latest 15 days** prior to departure.  
Groups of more than 10 persons should apply latest 30 days prior to departure to ensure enough processing time.
12. The processing time for the visa application shall not exceed 15 days. It can, however, with good cause be extended to 30 or 60 days respectively.

**Please note:**

- **Additional documentation may be requested for any visa application at any time during processing as each visa application is reviewed individually and requested documentation might vary.**
- **The application stamp in your passport (“visa applied for at...”) has no legal implications.**
- **In case a visa cannot be granted the grounds for the refusal have to be given in writing.**
- **A Schengen visa does not automatically guarantee entry into the Schengen area. The border authorities check whether all entry requirements (possession of the necessary visa, proof of sufficient funds, valid travel medical insurance, proof of purpose, etc.) are met with upon entry into the Schengen area. Please make sure that you have all the necessary documentation available at the border control.**
- **NB: Please check whether all data on your visa sticker is correct immediately upon receipt and advise any discrepancies. The Embassy will not be held liable for mistakes it was not notified of immediately.**