

### Checklist for an Airport transit visa

First, please check whether you require an airport transit visa. Indian nationals generally require an airport transit visa for the Schengen area. 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.

Exemptions:

- a) Indian nationals holding a valid visa or residence permit from a member state of the Schengen area or Bulgaria, Romania, Croatia, Cyprus, Liechtenstein, Ireland, UK, Canada, Japan, USA (except for holders of an US "Advanced Parole Document")
- b) Indian nationals holding a valid residence permit Andorra, Monaco or San Marino
- c) Diplomatic passport holders

generally do not require an airport transit visa.

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

S.No	Required Documents	Yes	No
1	Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages		
2	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months		
3	<b>Application form</b> & declarations duly signed		
4	<b>Copy of the valid visa / residence permit for your final destination</b> , if applicable		
5	<b>Flight reservation</b>		
6	<b>1 copy of your passport's data page</b> (A4 size copy)		

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

as of 4 October 2013

**Date & Place:**

SO	DEO

**Applicant/TravelAgent/Representative**  
Signature