



Consulate General  
of the Federal Republic of Germany  
Chennai

# **Web-Based Visa Application**

## **Visa Extern**

# **MANUAL**

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## **1. What is Visa Extern?**

Visa Extern is a new web-based application that allows you to fill in your Schengen Visa Application Form (Type A, B and C) online via the Internet. At the end of the data entry process you will be able to print out the Schengen Visa Application Form. In addition you will receive a 2D Barcode Page.

The Barcode contains all your personal data which will be processed by the Visa Section staff of the German Consulate General with the help of a special scanner. Please note that your application data will not be saved in any online data base at all. It is, therefore, necessary to repeat the data entry in case that the 2D Barcode Page is lost, damaged or if you find a mistake in the data entry after printing the Schengen Visa Application Form.

This special service is currently available for Schengen Visa (Type A, B and C) only. Applications for residence/work permits as well as student visa have to be filled in manually. The respective forms are available for download on the homepage of the German Consulate General at:

[www.chennai.diplo.de](http://www.chennai.diplo.de)

## **2. How do I access Visa Extern?**

Visa Extern can be accessed from any PC equipped with an internet connection. All you have to do is enter the following link into your web browser:

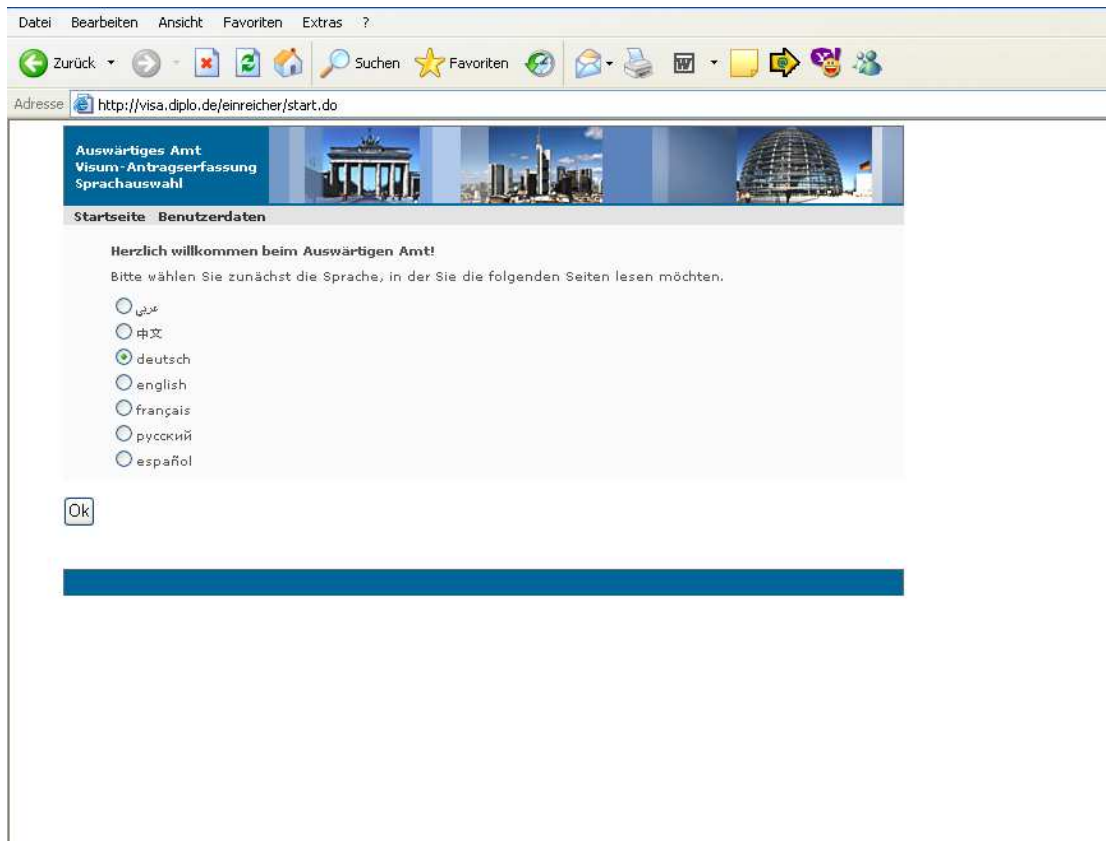
**<http://visa.diplo.de>**

If you start out reading this manual from the German Consulate's website, you may also use the link given on the visa page there.

### 3. How does Visa Extern work?

#### 3.1 Step One: Choosing your language!

After having entered the link given in chapter two into your internet browser, you will reach the starting page of Visa Extern:

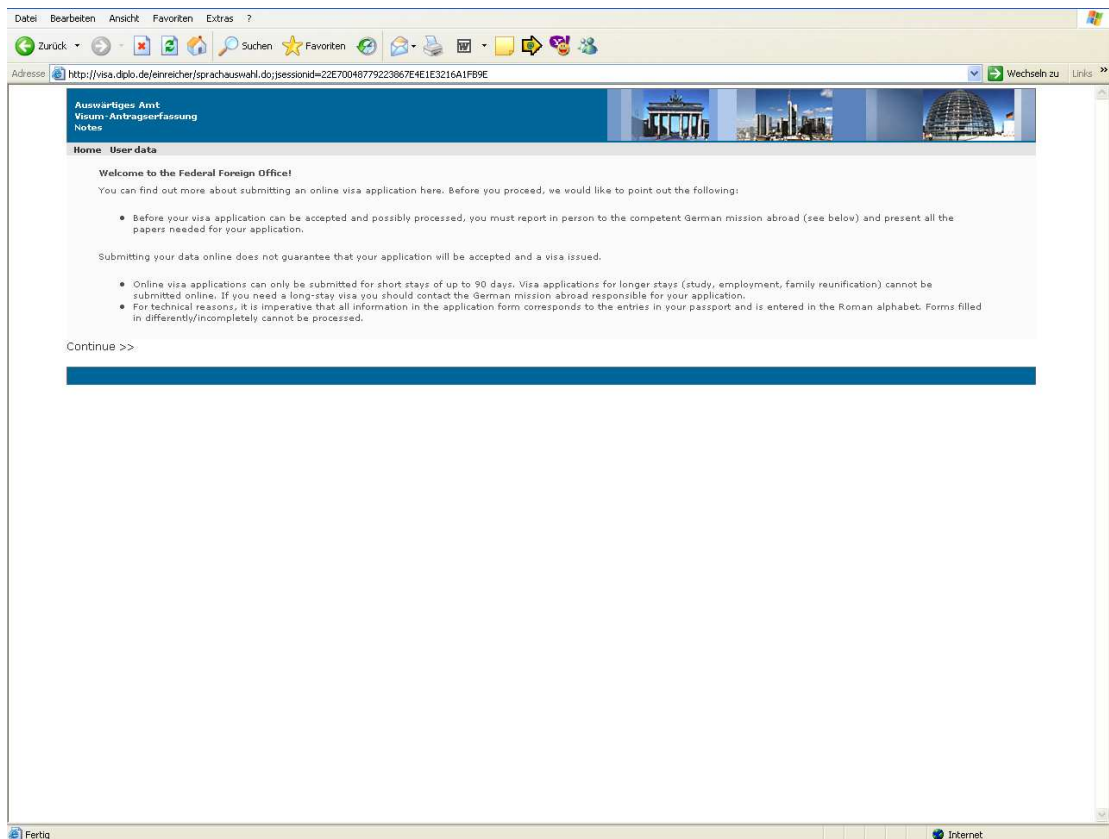


Choose your language and click on the button “ok”.

### 3.2. Step Two: Important Notes!

On the next page of Visa Extern you will be shown some general information about the Visa Extern process and the visa application process itself.

Please read these information carefully and click on “continue”.

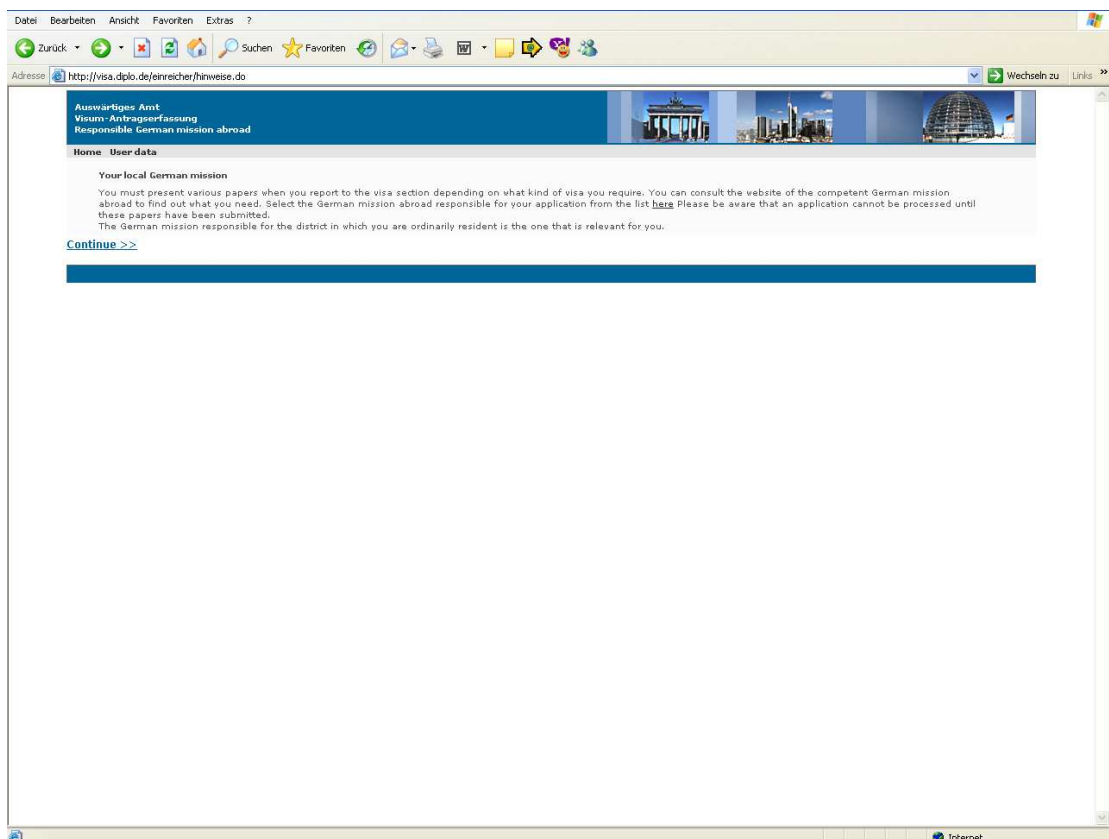


### 3.3 Step Three: Responsible German Mission abroad!

On the next page you will receive information regarding the responsible German Mission abroad for your visa information.

If you follow the given link behind the word “[here](#)”, you will be forwarded to a page where you will be able to identify the German Mission responsible for your visa application.

After having ascertained your responsible German Mission abroad, please click on “continue”.

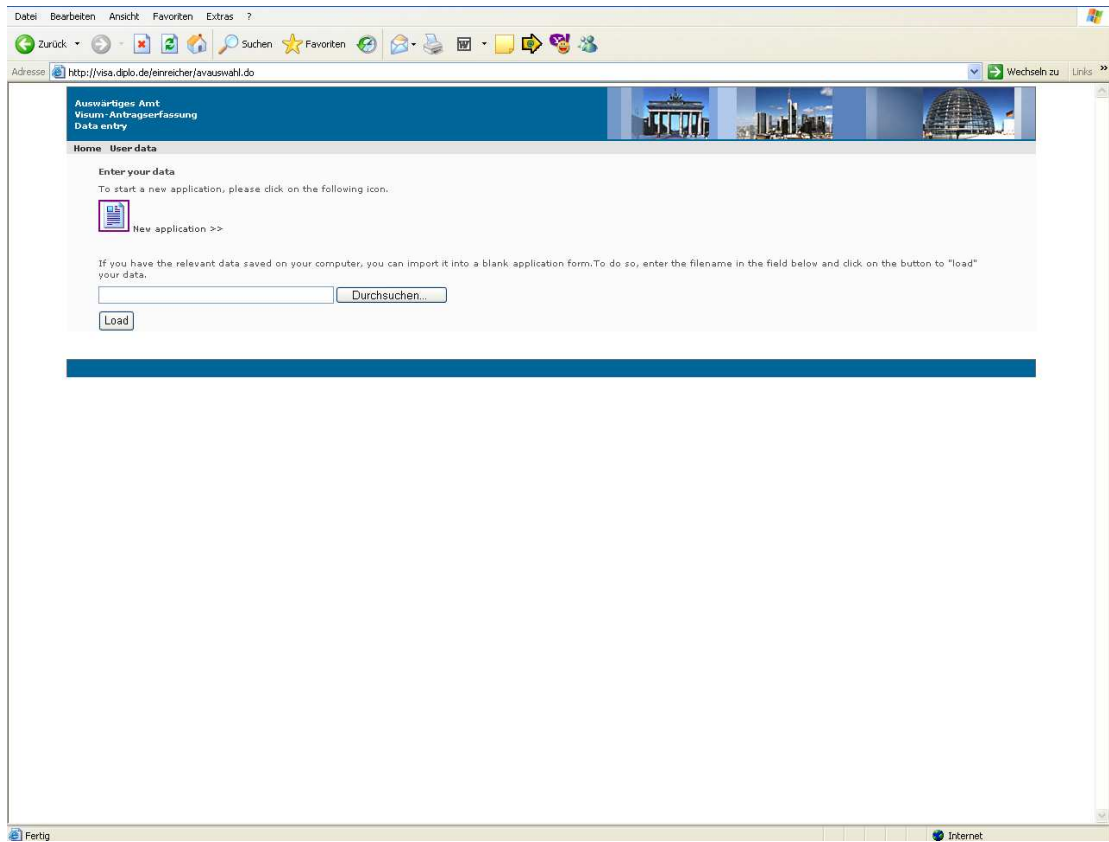


**Please note:**

If you reside in Tamil Nadu, Pondicherry, Kerala, Karnataka and Andhra Pradesh, the German Consulate General in Chennai is responsible for your visa application. Please note that the place of issue of your passport is of no importance in this regard.

### 3.4 Step Four: Data Entry!

If you are ready to enter your personal date into Visa Extern, please have all your relevant documents ready and continue by clicking on the icon “New Application”.



### 3.5 Step Five: Fill in your online Visa Application Form!

Now you are ready to key in your personal application data into Visa Extern. In order to make this process as easy as possible for you, the data entry page resembles the known Schengen Visa Application Form.

Please fill in all fields completely paying attention to the following specifications:

1. Surname(s): Please enter your complete name as given in the passport. If your names are indicated in your passport as First names only, please key them in as Surname(s).
2. Name(s) at birth: Please indicate if applicable.
3. First names: Please enter your complete name as given in the passport. If your names are indicated in your passport as First names only, please key them in as Surname(s).
4. Date of birth: Please enter your date of birth as given in the passport.
5. ID number: not applicable for Indian Nationals
6. Place of birth: Please enter your complete place of birth as given in the passport.  
Country of birth: Please click on the arrow and choose the appropriate country out of the list
7. Current nationality: Please click on the arrow and choose the appropriate nationality out of the list
8. Original nationality: If applicable, please click on the arrow and choose the appropriate nationality out of the list
9. Sex: Please mark the appropriate field
10. Marital Status: Please mark the appropriate field;  
If you marked “married”, please ensure that you also fill in questions 37-40 completely.
11. Father’s name: Please enter your father’s name  
Punctuation marks like “.” (e.g. Dr”.”) may not be keyed in.
12. Mother’s name: Please enter your mother’s name  
Punctuation marks like “.” (e.g. Dr”.”) may not be keyed in.

13. Type of passport: Please mark the appropriate field. In most cases it should be “National passport”.
14. Passport number: Please enter the complete passport number as given on the data page of your passport
15. Issued by: Please click on the arrow and choose the appropriate country out of the list. In most cases it should be the option “India”.
16. Date of issue Please enter the complete issue date as given on the data page of your passport
17. Valid until: Please enter the complete validity date as given on the data page of your passport
18. Foreign residence: Applicable only, if you reside abroad (outside of India) permanently.
19. Current occupation: Please enter your current designation at work.
20. Employer’s address: Please fill in the complete address of your employer. If available, please also indicate telephone, fax and e-mail contacts.
21. Main destination. Please click on the arrow and choose the appropriate country out of the list. The country of main destination is determined by length of stay: If you are travelling to various Schengen Countries during your planned trip, please count the days of stay in each country. Your Main destination is the country where you will stay the longest.
22. Type of visa: Please mark the appropriate field.  
Airport Transit: stay in the airport only  
Transit: transit in Germany, overnight stay  
Short stay: maximum 90 days  
Long stay: not applicable if using Visa Extern
23. Visa: Please mark “Individual Visa”.
24. Number of entries: Please mark the appropriate field.
25. Duration of Visa Please count the number of days you would like to stay in the Schengen Countries and enter the number (maximum 90 days).
26. Other visa: Please enter issuing country and visa validity of all visa you received during the last three years.

27. Transit visa: If you are applying for a Transit Visa, please indicate if you already have an entry visa for the country of your final destination. If you do, please mark “Yes” and enter the validity date.
28. Previous stays: Please enter the dates of all previous stays in the Schengen Countries.
29. Purpose of travel: Please mark the appropriate field.
30. Date of arrival: Please enter your arrival date in the Schengen Countries.
31. Date of departure: Please enter your departure date out of the Schengen Countries.
32. First entry: Please enter the city and country of your first entry in the Schengen Countries.
33. Means of transport: Please enter the appropriate information. In most cases it should be “airplane”.
34. Host: Please indicate the appropriate data of your host.
35. Expenses: Please mark the appropriate field and give the necessary information.
36. Means of support: Please mark the appropriate field and give the necessary information.
37. Spouse’s surname: Please enter your spouse’s complete name as given in the passport.
38. Name(s) at birth: not applicable for Indian Nationals.
39. First names: not applicable for Indian Nationals.
40. Date of birth: Please enter your spouse’s date of birth as given in the passport.
41. Place of birth: Please enter your spouse’s place of birth as given in the passport.
42. Children: If applicable, please enter the required information.
43. EU-Citizen: This question is only applicable, if you are a dependant of an EU or EEA citizen.
44. Declaration: Please read the personal declaration carefully and continue only, if you agree with the declaration.

45. Home address: Please indicate your complete postal address using the following specifications:  
no and name of street, area of city (if applicable), city and full pin code  
Please follow the above mentioned format strictly, especially regarding the use of the sign “,”. Please do not key in any punctuation marks between the no and the name of the street. The sign “#” may not be used to indicate the number of the street.
46. Phone contact: Please indicate your phone number. If available, also enter your fax and e-mail contact.
47. Place and date: Has to be filled in after printing.
48. Signature: Has to be filled in after printing.

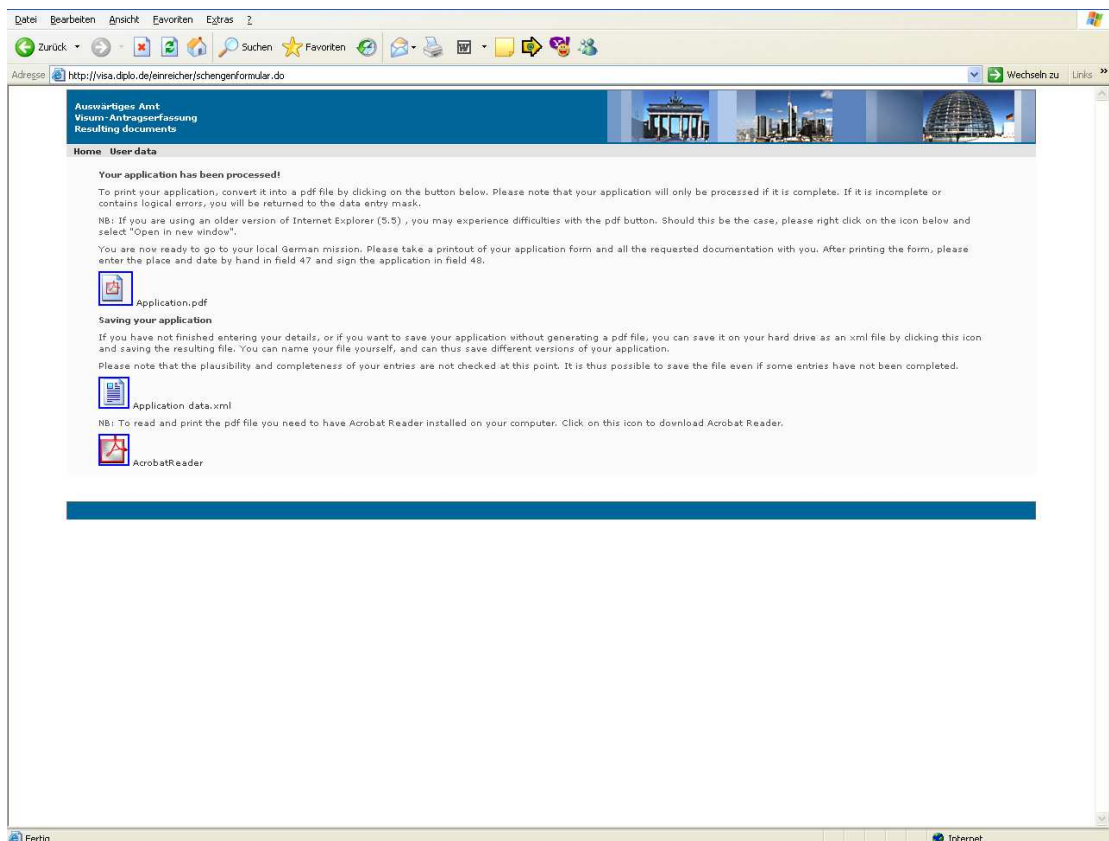
Please check your entered data again and make sure that all fields are filled completely and truthfully. If you are finished, please press the button “save and print”.

### 3.6 Final Step: Print out your online Visa Application Form!

In order to finalize the online data entry, please click on the button “application.pdf”.

You will receive a complete printout of your application form as well as a special 2D Barcode Page. Please make sure that the Barcode Page is not damaged or folded. The visa section staff will require a clearly readable Barcode in order to retrieve your personal data for its Visa Processing System.

**Before printing the pdf.file, please make sure  
that your printer is set to “print as image”.  
Otherwise the Barcode cannot be processed by the German  
Consulate General and your application will returned.**



Please sign the application form and submit it together with the Barcode Page and all supporting documents to the German Consulate General in Chennai.

**If you have any further questions, please do not hesitate  
to contact the Visa Section of the German Consulate General!**