



February 2011

Application for (Airport) Transit Visa

Dear Applicant,

thank you very much for your interest in travelling via Germany to a third country destination. This information sheet is meant to help you to determine whether you need an (Airport) Transit Visa. Besides, you will find information on the required documents for a visa application. For further information please check our homepage at www.chennai.diplo.de.

Transit Visa are issued according to the regulations of the Schengen Accord and are, therefore, valid for all Schengen Member States. The required type of Transit Visa depends on your intended duration of stay in the Schengen Area.

An **Airport Transit Visa** (Schengen Visa Type A) allows a short stopover in 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 as well as the airport itself., please apply for a category C visa under transit conditions. You may spend the night in a hotel instead of the airport, fly to another city in the Schengen Area or continue your journey by train or car into neighbouring states. If you also intend to stay on business or tourist purposes, please apply according to the information sheets on business visas and tourist visas.

Besides, a Transit Visa Category C is recommended for airline staff travelling on stand-by tickets of their airline.

Indian nationals generally require an Airport Transit Visa as well as a regular Transit Visa for the Schengen Area.

There are, however, the following exemptions **for Airport Transit Travellers only:**

Indian nationals who are holding a visa or a residence permit for a member state of the Schengen Area (EU plus Norway, Iceland and Liechtenstein), Bulgaria, Romania, Cyprus, Ireland, UK, Canada, Japan or the USA do not need an **airport transit visa**.

Holders of an USA "Advance Parole Document" / I-512 are not exempted and require an Airport Transit Visa.

If you are still in doubt, whether you need an airport transit visa, please do not hesitate to contact us.

Basically, all Indian citizens who wish to travel via Germany to a third country destination, require an (Airport) Transit Visa prior to their departure. Applicants residing in Andhra Pradesh, Karnataka, Kerala, Tamil Nadu or Pondicherry have to submit their respective visa applications to the Consulate General of the Federal Republic of Germany in Chennai. Please note that the place of issue of your passport is of no relevance in this regard.

In order to start the application process, please contact any of the German Application Centers in Chennai, Puducherry, Bangalore, Hyderabad and Cochin managed by "VFS Global Services Pvt. Ltd". Please note that you are required to present a complete set of application documents there for a preliminary check.

After the document check an **appointment for the mandatory visa interview** in the German Consulate General in Chennai will be scheduled. **Frequent travellers** (holder of at least two Schengen Visas issued within the last 24 months, at least one of these visas issued by any German Embassy/Consulate worldwide) may submit their applications via an Application Center without scheduling an appointment for a visa interview. This option, however, is not available for first time applicants or applicants with a recent reject from any German Mission. Applications may not be submitted by courier, regular post, fax or e-mail. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de for further information.

For its services "VFS Global Services Pvt. Ltd" is charging a service fee of 607 Rupees (incl. taxes) per application. This fee is not related in any way to the visa fee itself.

The German Consulate General requires approximately two working days to process your visa application. In some cases, however, we might need more time due to the necessary involvement of German and/or Schengen authorities. We, therefore, would appreciate it very much, if you could apply for your visa at least 4 weeks prior to your intended date of departure.

The **Visa Fee** for a Transit Visa is € 60,-. The fee for children between 6 and 12 years is 35 €. Visa for children younger than 6 years, students and teachers accompanying a group of students in the context of a study or training tour will be free of charge.

The visa fee has to be paid in Rupees by **Demand Draft** in the name of the "Consulate General of the Federal Republic of Germany, Chennai" on the day of application. The Demand Draft must be payable in Chennai and may not be older than

two months. Only Demand Drafts from the Indian Bank, Canara Bank, RBS or Deutsche Bank will be accepted. Demand Drafts with incorrect amounts will not be accepted. Fees cannot be paid in cash. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de in order to find out the current amount of the visa fee in Rupees. Please note that the visa fee is **not refundable**, even when the visa is refused.

For an Airport Transit Visa (Schengen Visa Type A) please submit the following documents:

- valid national **passport** (issued within the last 10 years) with at least 3 months validity after return and two empty pages
- two **passport pictures** (according to biometric requirements, please see details on Consulate's website)
- **Schengen Visa Application Form**, signed and dated
- **Declaration on True and Complete Information**, signed and dated
- your **cover letter** explaining the reason for visa application (original, no copy)
- **Letter of your Employer**, confirming employment, salary and coverage of travel costs or sanctioned leave - if applicable (original, no copy)
- **Letter of inviting organisation**, confirming invitation and coverage of travel costs / Travel Health Insurance - if applicable (original, no copy)
- **visa** for your **final destination** (original and one A4 sized copy)
- confirmed **flight reservation** to final destination (one A4 sized copy)
- **Copy of your passport's data pages** (A4 sized copy)
- Demand Draft for **Visa Fee** (for details please see Consulate's website)

For a Transit Visa (Schengen Visa Type C) please submit the following documents:

- valid national **passport** with at least 6 months validity and one empty page
- two **passport pictures** (according to biometric requirements, please see details on Consulate's website)
- **Schengen Visa Application Form**, signed and dated
- **Declaration on True and Complete Information**, signed and dated
- **Declaration on Travel Health Insurance**, signed and dated
- your **cover letter** explaining the reason for visa application (original)
- **Letter of your Employer**, confirming employment, salary and coverage of travel costs or sanctioned leave - if applicable (original, no copy)
- **Letter of inviting organisation**, confirming invitation and coverage of travel costs / Travel Health Insurance - if applicable (original, no copy)
- **Proof of accomodation** during the transit in the Schengen area (e.g. hotel booking)
- **visa** for your **final destination** (original and one A4 sized copy)
 - **flight reservation**, also indicating travel within the Schengen Area (tickets are not necessary)
- **Travel Health Insurance**, covering the whole stay in the Schengen Area (one A4 sized copy/ longer validity is recommended))
- **Copy of your passport's data pages** (A4 sized copy)
- Demand Draft for **Visa Fee** (for details please see Consulate's website)

All required forms / declarations as well as this information sheet may be downloaded from the visa page of the German Consulate General's homepage at www.chennai.diplo.de.

Please note that the German Consulate General reserves the right to ask for additional documents in single cases. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview will lead to a reject of your visa application. Even though a visa might have been granted, Border Control Authorities at the port of entry reserve the right to deny entry into the Federal Republic of Germany. Once a visa has been issued, the purpose of the trip may not be altered.