



May 2010

Applications for Student Visa

Dear Applicant,

thank you very much for your interest in studying in the Federal Republic of Germany. The following information is meant to explain the process for the appropriate visa application.

All foreign nationals who wish to study in Germany require a 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, 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. 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.

After receipt of your visa application the German Consulate General will decide if your application meets the basic criteria for a Visa for Students. In this case your application will be forwarded to the competent **Immigration Office in Germany** for approval and the German Consulate General will return your passport with a visa fee receipt to you via the Application Centers. If the basic criteria are not being met, you will receive a reject letter.

The German Immigration Offices will take a minimum of 4 weeks but might take **8 to 12 weeks for processing your visa application**. Please note that the German Consulate General has no influence on the actual processing time.

Upon receipt of our approval letter, you can make travel arrangements. When ready, please schedule an appointment at any of the German Visa Application Centers in order to submit the documentation listed in our approval letter (e.g. a Demand Draft for your costs of living in Germany) for visa stamping. A second personal visa interview is mandatory in this visa process.

In some cases you will be required to show a Demand Draft for € 7.656,- in your own name to be drawn on a bank in Germany as proof of available **financial means for your costs of living** in Germany. Please present this Demand Draft together with your passport in person to the German Consulate General in Chennai for visa stamping. No visa will be issued without sufficient proof of financial means. If there are any study fees, funding of these fees will have to be proven separately.

Please note that the **visa approval is valid for 3 months only**. You, therefore, should arrange to have your visa stamped within this period of time. If you fail to meet this deadline, your visa will be rejected automatically and you will have to start the visa process all over.

Once again, we would like to point out that the **visa process** might take **8 to 12 weeks**. Applications should, therefore, be submitted at least 3 months prior to the intended departure for Germany. Simultaneous applications for visiting visa in order to "bridge" the processing time of the employment visa cannot be entertained. Visa for tourist or visiting purposes cannot be converted into residence permits after arrival in Germany.

Any enquiries in writing or by telephone for the status of an application within a period of 12 weeks from date of application cannot be answered.

Address:
No. 9 Boat Club Road
Chennai 600 028
India

Post:
P.O. Box 3110
Chennai 600 028
India

Telephone:
0091-44-2430 1600

Telefax:
0091-44-2434 9293
Telefax Visa Section:
0091-44-2434 9495

E-Mail:
visa@chenn.diplo.de
Website:
www.chennai.diplo.de

The visa issued by the German Consulate General in Chennai will enable you to enter Germany legally in order to take up residence there. It also permits to travel within the Schengen area. Nevertheless, it is mandatory to register immediately upon arrival with the local Immigration Office which will grant the **final residence permit**.

Upon arrival in Germany you are required to deposit the Demand Draft into your **German bank account**. Afterwards please report immediately to the local Immigration Office and present proof of your German bank account. Only then the German Immigration Office will grant you the **final residence permit** required for your studies.

The **Visa Fee** for a student visa is € 60,-. 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. In order to ensure that your application can be processed without delay, please submit the following mandatory documents:

- valid **Passport** (issued within the last 10 years) with at least 12 months validity
- **3 Passport Pictures** according to biometric specifications, 1 attached to each application form, 1 loose (For further details regarding biometric specifications of photos please refer to the German Consulate General’s homepage at www.chennai.diplo.de)
- **Demand Draft** for Visa Fee

In addition you are requested to provide **two sets of application documents** containing the following documents:

- **Application Form** (Please ensure that you signed both forms and indicated your complete future address incl. pin code in question 15. Besides, please add your complete Indian address incl. pin code and Tel./Fax/e-mail under your signature.)
- **Declaration on True and Complete Information**, signed and dated
- your **Cover Letter** explaining the reason for your visa application. Please also submit a German translation of this documentation (Original)
- **Letter of Admission** from a German University (A4 sized copy), signed with seal of the university
- **University Certificates** (Degree Certificates and Mark Sheets, Original and A4 sized copy)
- Proof of knowledge of the **English language** (TOEFL/IELTS)
- Proof of **Financial Means**, one of the following documents (Original and A4 sized copy):
 - Confirmation of Scholarship
 - formal sponsorship letter from sponsor living in Germany (“Verpflichtungserklärung”)
 - sanctioned loan and document of the collateral, incl. contacts of bank. The amount of the sanctioned loan converted into EURO should be indicated in writing by the bank. Please also submit a German translation of this documentation.
 - savings account (12 months bank statement), incl. contacts of bank and EURO conversion.
 - Confirmation of a German blocked account (“Sperrkonto”)
 - financial guarantee from parents/other relatives, supported by appropriate proof, incl. contacts of bank and EURO conversion. Please also submit a German translation of this documentation.
- A4 sized copy of **your passport**

If applicable:

- Proof of previously acquired **German knowledge** (mandatory, if class in Germany is taught – even partly - in German)

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.

Address:
No. 9 Boat Club Road
Chennai 600 028
India

Post:
P.O. Box 3110
Chennai 600 028
India

Telephone:
0091-44-2430 1600

Telefax:
0091-44-2434 9293
Telefax Visa Section:
0091-44-2434 9495

E-Mail:
visa@chenn.diplo.de
Website:
www.chennai.diplo.de