Embassy
of the Federal Republic of Germany
Pretoria

1267 Pretorius Street, Hatfield, Pretoria 0083
Telephone Enquiries:
General Information: +27 12 427 8999
Specific Enquiries: + 27 12 427 8974
(Tue. to Thur. 14-16.00h, Mon. 15-16.00h)
Visiting hours: See personal appointment
Internet: www.pretoria.diplo.de
eMail: visainformation@pret.diplo.de

VISITOR/TOURIST VISA
(Schengen-Visa)

Dear Applicant,

thank you very much for your interest in visiting the Federal Republic of Germany on a Schengen Visa.

We request that you take advantage of our **Online Appointment Booking System.**
Please visit http://www.visa-germany.co.za/ or call: **+27 (0) 861 – 00 22 45.**

Please submit your application for a Schengen Visa to the representative of the country which - considering the **main purpose** of your intended stay - is your main destination. **If no such main destination can be ascertained**, please contact the representative of the **country of your first entry** into the Schengen Area. If you reside in South Africa (excluding the Northern, Eastern and Western Cape regions) and your main destination is Germany, you have to submit your visa application to the Embassy of the Federal Republic of Germany in Pretoria. **Please note that your residence permit for South Africa has to be valid at least another four months, if you are a non-South African national.**
The German Embassy in Pretoria will also accept applications for Schengen Visas for travels with the main destination being in **Slovenia.**

Applications must be submitted **in person** and **may not be submitted by courier, regular post, fax or e-mail**. Only applicants who can proof to have traveled at least twice to the Schengen States within the past two years, may be exempted from applying in person. A third party may apply on behalf of such applicants.

The visa process is normally finalised within **three to four working days** upon submission of your **complete** 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, if you could apply for your visa **at least three weeks prior to your intended date of departure.**

The fee for a Schengen Visa is the **equivalent of € 60.00.** The fee has to be paid in cash and in South African Rands upon application. Please refer to our website www.pretoria.diplo.de for the applicable rate or exceptions.

Please note, that we can only accept complete applications. In order to ensure that your application can be processed without delay, **please submit the following documents in original:**
If the applicant requires an original to be returned, a copy of said document needs to be submitted as well.
Unfortunately the Embassy can not provide copies. Incl./miss.

- **A duly completed Schengen Visa Application form (please ensure that you sign the form).** ☐☐
- **A valid passport with at least two blank pages & valid for at least three months longer than intended stay (please ensure that your passport is signed).** ☐☐
- **One recent passport photograph according to biometric specifications** ☐☐
  (for further details regarding biometric specifications of photos please refer to the sample tables on our homepage).
- **Declaration on True and Complete Information in accordance with §55 Residence Act, signed and dated.** ☐☐

Documents validating the applicant's social and economic ties to South Africa:

- Bank account statements covering the latest three months, term deposit statement or tax papers.
- **Employees/Students:** Letter by your employer confirming your employment relationship/work contract i.e. proof of study as well as confirmation of leave.
- **If you are Self-employed** please submit official documents confirming your own business ☐☐
  (e.g. Copy of the CK1 registration/VAT registration including name and proof of business activities) .
- **Proof of Flight reservation – Roundtrip** (incl**uding details of the first border of entry into the Schengen Sates and, if applicable, also documents indicating further travel within the Schengen Area).** ☐☐

Visitors ☐☐

- **If you are financially challenged:**
  A formal letter of obligation (according to paragraph §§ 66,68 of the Aliens Act) from the invitee in Germany. The letter is issued by the local Aliens Authority/Municipality in the city where the invitee lives. Please note: should the invitee and the host not be the same, then the domicile including the telephone number and name details of the host need to be completed on the second page of the letter of obligation. **or:**
- **If you have your own financial means:**
  Signed Invitation by the host mentioning the place (full address) and duration of stay.

Tourists

- **Hotel booking(s) i.e. reservations.** In the case of round trips confirmation of payment has to be included. ☐☐
- **Proof of previous trips to the Schengen Area** (i.e. visas in present or previous passports). ☐☐
- **Travel Medical Insurance** valid in all the Schengen States for the entire duration of the intended stay ☐☐
  (Minimum cover of 30.000,-€).

Please note that each visa application is reviewed individually. Therefore, the requested documents might vary. The Embassy reserves the right to ask for additional documents. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Applicants can at any time be asked for a personal interview. Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview will lead to a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered.
For further information, please visit our website www.pretoria.diplo.de or contact us by Email (visainformation@pret.diplo.de)
or by phone from Tuesday to Thursday, 14h00 to 16h00, or Mondays from 15h00 to 16h00. Tel.: 012 – 427 – 8974.

October 2009