

Checklist for National German Visa
-student exchange (school)-

Before filling out the application form and booking the appointment for applying for the visa, please prepare the following documentation completely and carefully:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid passport (issued within the passes 10 years and signed personally), with at least 2 empty pages
<input type="checkbox"/>	Completely filled out and signed application form , 2-times
<input type="checkbox"/>	Copy of the data page of your passport , 2-times
<input type="checkbox"/>	Motivation-letter , 2-times
<input type="checkbox"/>	If applicant is a minor: birth certificate of the child , plus 2 copies
<input type="checkbox"/>	If applicant is a minor: copies of passports of both parents , 2-times
<input type="checkbox"/>	If applicant is a minor: Declaration of consent of parents , that the child is allowed to move unaccompanied and long term to Germany, 2-times
<input type="checkbox"/>	If an exchange-organisation is involved: invitation/certification of exchange-organisation, plus 2 copies including the following information: <ul style="list-style-type: none"> - liability of the placement - confirmation of host family with detailed information on their place of living - confirmation of the hosting school and the visit of the school - i.a.: intended intercultural preparation- and/or German-courses - i.a.: financial guarantee according to §§66-68 Aufenthaltsgesetz (liability to cover all costs that may occur during the stay)
<input type="checkbox"/>	If partner-school-exchange: Confirmation letter of partner-school in Germany , plus 2 copies, including the following information: <ul style="list-style-type: none"> - illustration of the exchange-program and confirmation of the liability with a list of names of all part-taking students - confirmation of host family with detailed information on their place of living - confirmation of the hosting school and the visit of the school
<input type="checkbox"/>	i.a.: Proof of already passed German language-courses , plus 2 copies
<input type="checkbox"/>	3 current, identical and biometric passport-pictures (not older than 3 months)
<input type="checkbox"/>	Taiwanese ID-card or ARC, plus 2 copies
<input type="checkbox"/>	Usually on request, shortly before the visa is issued: <ul style="list-style-type: none"> - intended date of entry - Proof of health-insurance, in original plus 2 copies
<input type="checkbox"/>	Proof of finances in the following form, 2-time each: <ul style="list-style-type: none"> - Formal Obligation („Verpflichtungserklärung“) from a sponsor in Germany - financial guarantee according to §§66-68 AufenthG of the exchange-organisation - blocked account in Germany

	- scholarship acceptance letter
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Please prepare two complete sets of the above mentioned documentation and also bring the originals. **Please do NOT staple any documents!**

In case, documents cannot be presented in **English or German**, a relevant translation has to be enclosed.

Please note that the German Institute reserves the right to **request additional documentation in individual cases.**

Your application will be sent off to the relevant authorities in Germany for processing. **The processing takes about 8 weeks. The processing time is depending on the individual case. The German Institute is not in the position to influence or speed up the processing time in any way.** We kindly ask to not contact us for any status updates during the processing time and thank for understanding that inquiries of these kinds cannot be answered. As soon as the authorities in Germany finished processing the application, we will immediately get in contact with you via email.

The handing over of the above mentioned documentation does not guarantee the issuance of a visa!

Only complete application can be processed. We reserve the right to reject incomplete applications.

The visa-fee is 75,- € payable in the equivalent in Taiwan Dollar in cash or via credit card.
After handing over the application, no fees can be refunded.
Dependents of EU- or German citizens are exempted from paying the visa-fee.