

Checklist for a Schengen-visa

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"/>	Basic required Document
<input type="checkbox"/>	Valid passport (issued within the passes 10 years and signed personally), with at least 2 empty pages
<input type="checkbox"/>	1 current, biometric passport picture (not older than 3 months)
<input type="checkbox"/>	Completely filled out and signed application form + personally signed declaration (Form "Declaration")
<input type="checkbox"/>	Copy of the data page of your passport
<input type="checkbox"/>	ARC for Taiwan (in general has to be valid AT LEAST 3 months AFTER the intended leave of the Schengen-area), plus 1 copy
<input type="checkbox"/>	confirmed hotel-bookings for the whole period of stay
<input type="checkbox"/>	Flight reservation record
<input type="checkbox"/>	Proof of economical roots in Taiwan: <ul style="list-style-type: none"> - bank statements of at least last 6 months - any other possible proof of roots (f.e. marriage, kids, etc.)
<input type="checkbox"/>	Travel health insurance for the whole period of stay , with Schengen-wide coverage and coverage of all medical expenses of at least 30.000,- €. The insurance must have an office in the Schengen-area.
	Required Document according to the purpose of stays
<input type="checkbox"/>	Proof of employment (letter of employer) including the following information: <ul style="list-style-type: none"> - since when you are working there - in which position you are employed there - how much your monthly salary is - confirmation that you have approved vacation leave from which date until which date or that you are sent on a business trip from your company to where from when to when and that you are expected back.
<input type="checkbox"/>	Applicable for students: Letter of school/university including the following information: <ul style="list-style-type: none"> - that you study there / go to school there - since when you are studying there / going to school there - until when you will be studying there / going to school there - that there is a tuition-fee period from when to when - that the university / school is informed about your trip - that you are expected back
<input type="checkbox"/>	Applicable for minors: <ul style="list-style-type: none"> - birth-certificate (i.a. translated), plus 1 copy - passports of both parents, plus 1 copy each

	<ul style="list-style-type: none"> - Declaration of Consent (at least sign from one of the parent/guardian who is not going to accompany the minors during the stay)
<input type="checkbox"/>	Applicable for business-travellers: <ul style="list-style-type: none"> - letter of employer, confirming that you are travelling by order of your employer from when to when. And also all costs will be covered by the employer. - invitation of a company in Germany/Sweden including the following information: who is invited? For which period of time? For what reason? Statement of possible adoption of costs.
<input type="checkbox"/>	Applicable for self-employed applicants: <ul style="list-style-type: none"> - registration of company stating your name, plus 1 copy
<input type="checkbox"/>	Applicable for applicants invited by a private host: <ul style="list-style-type: none"> - Formal Obligation („Verpflichtungserklärung“) of host in Germany, plus 1 copy. Invitation letter and copy of the passport from the host (in some cases copy of the resident permit from Germany) - for Sweden: invitation letter of host from Sweden including copy of passport and i.a. residence permit
<input type="checkbox"/>	Applicable for tourists: <ul style="list-style-type: none"> - complete tour-itinerary, each with names included

With a Schengen-visa, you can spend **up to max. 90 days within a period of 180 days** in the Schengen-area. The German Institute in Taipei issues Schengen-visas to persons **residing legally in Taiwan** and whose **main destination in the Schengen-area is Germany or Sweden**.

Persons, who want to stay longer than 90 days in the Schengen-area, have to apply for a long term-visa. Please view our information sheets regarding long term-visas on our homepage www.taipei.diplo.de . The German Institute does only issue long term visas for Germany!

The processing time of a Schengen-visa adds up to, after successful application, appr. 1 week.

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

You cannot apply for your Schengen-visa more than 3 months in advance.

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

The handing over of the above mentioned documentation does not guarantee the issuance of a visa! Intentionally stated wrong information will result of the refusal of your visa.