

**Checklist for National German Visa**  
**-Guest scientists, researchers, stipendiary-**

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 <b>passport</b> (issued within the passes 10 years and signed personally), with at least 2 empty pages
<input type="checkbox"/>	Completely filled out and signed <b>application form</b> , 2-times
<input type="checkbox"/>	<b>Copy of the data page of your passport</b> , 2-times
<input type="checkbox"/>	<b>Motivation-letter</b> , 2-times
<input type="checkbox"/>	<b>Working contract</b> with a company in Germany or <b>confirmation of deployment</b> of employer in Taiwan
<input type="checkbox"/>	Confirmation of home-university / scientific-institute about consent of research residence
<input type="checkbox"/>	<b>Proof of qualifications</b> (for example graduation degrees, job references, etc.), plus 2 copies each
<input type="checkbox"/>	<b>Invitation letter</b> of research institute in Germany, plus 2 copies
<input type="checkbox"/>	<b>3 current, identical and biometric passport-pictures</b> (not older than 3 months)
<input type="checkbox"/>	Taiwanese ID-card or ARC, plus 2 copies
<input type="checkbox"/>	<b>Financial proof in the form of:</b> <ul style="list-style-type: none"> <li>- Confirmation of scholarship</li> <li>- Confirmation of university or research institute about monthly remuneration</li> <li>- Submittal of bank statements of (at least) the last 3 months</li> <li>- <b>For researchers: affiliation agreement („Aufnahmevereinbarung“)</b></li> </ul>
<input type="checkbox"/>	<b>Usually on request, shortly before the visa is issued:</b> <ul style="list-style-type: none"> <li>- intended date of entry</li> <li>- Proof of health-insurance, in original plus 2 copies</li> </ul>

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

In case, that 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.**

**The processing time adds up to appr. 1 week.**

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.

Stipendiaries of universities or research institutes, which are mostly funded with public funds, are exempt from the visa-fee.