

# Schengen Visa

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## *Please note:*

- For a stay not longer than 90 days
- Additional documents may be requested by the Embassy
- Applications are treated within 15 days but might take 30 days in special cases and for certain nationalities. Applicants should apply in person with TLScontact (external service provider).
- Visa fee is due upon introduction of the application and is currently € 80 (to be paid through the external service provider TLScontact in Uganda Shillings), children between 6-11 pay €40, children below the age of 6 are exempt from fees
- Fees are non-refundable

## *Requirements:*

### *All Applicants must submit the following (Original plus One Photocopy):*

1. One **application form** duly completed and signed by applicant
2. **One** biometric identical colour **passport photograph** (3.5 cm x 4.5 cm) not older than six months, bright (white) background
3. **Passport** not older than 10 years, valid for at least three months after intended return journey. The passport must have at least two empty pages.
4. Nationals other than Ugandans/South-Sudanese must be able to show a valid **residence permit** and re-entry-permit for Uganda/South-Sudan
5. **Copy of passport** bio-data page and copies of all previous Schengen visas and residence permits
6. **Proof of medical insurance** for the duration of stay, minimum cover of Euro 30.000,00 and valid for all Schengen countries (please see the list of travel insurances in Uganda accepted by the Schengen embassies in Uganda on our [website](#)). Insurance can be purchased directly from Germany via various online services as well.
7. **Travel itinerary, self-written indicating your travel dates, destinations, point of entry/exit and duration in the Schengen area (please note that an airline reservation/ticket are not required).** Please make sure that your itinerary tallies with the rest of your documentation: for example, if you arrive in Germany on the 15<sup>th</sup> of June, your medical insurance (no. 6) should equally start on 15<sup>th</sup> of June, also, your hotel reservation, if required, should cover the period starting from 15<sup>th</sup> of June. The same applies for your departure date.
8. **Proof of personal regular income or means of subsistence** (i.e. salary certificates, bank statements covering the last 3 months) even if you are not paying the travel costs yourself (Housewives or students: Letter, bank statements, passport copy from the person, who sponsors your life in Uganda).
9. Employees/Students:  
**Introduction letter from Ugandan company/University/School** including postal address and telephone number, explanation regarding the necessity of the business trip, the precise activities of the organisation, how long the applicant has been with the company and his monthly income.

Self Employed:

**Official documents of the business** in Uganda (e.g. “Certificate of Incorporation” and “Trading Licence”), financial status of company

*Additional Documents for Minors*

10. Notarized Consent Letter from Both Parents (if applicable sole custody order / death certificate of deceased parent)
11. Birth Certificate of the applicant
12. Passport Copies of both parents

*Supplementary Documents to submit for*

**BUSINESS/CONFERENCE TRIP**

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13. A recent and signed **formal invitation from your business partner/organisation** stating duration and purpose of the visit and – if applicable – funding of the journey
14. If your trip is not or only partly funded by your business partner/inviting organisation: **Proof of financial status of your company/your employer in Uganda/South Sudan** (i.e. bank statements covering the last 3 months)
15. **Proof of hotel reservation** covering all your stay in the Schengen countries

**‘SELF FUNDED’ TOURIST VISA WITHOUT INVITATION**

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13. **Itinerary and confirmed hotel booking** covering all your stay in the Schengen countries
14. **Proof of sufficient funds** to support yourself during your stay (e.g. bank statements of current account, salary slips of the last 3 months, etc.)

**VISITORS VISA (FAMILY/FRIENDS)**

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13. A signed **invitation from your host** stating at which address the applicant is going to stay, the **nature of the relationship** and the purpose and duration of the visit
14. **Passport copy from your host** in Germany or Estonia (data page and page with residence permit if your host is not German/Estonian)
15. In case of family visit: relevant documents **to prove the family relationship** (e.g. marriage/birth certificates)
16. **Original formal obligation letter** (in German: Verpflichtungserklärung) before the Aliens’ Authority (Ausländerbehörde) of a person living in Germany giving the guarantee to cover all costs in accordance with §§ 66 – 68 of the Law of Residence (not possible for applications to Estonia) OR proof of own means of living. Please note that cash is no acceptable proof.



März 2023

***PLEASE BE ADVISED THAT SUBMITTING ALL REQUIRED DOCUMENTS IS NOT A GUARANTEE THAT A VISA WILL BE GRANTED AND THAT A VISA IS NO GUARANTEE OF ACCESS TO THE SCHENGEN TERRITORY.***

***THE FINAL DECISION REMAINS WITH THE IMMIGRATION OFFICE AT THE BORDER. THE PERMISSION TO ENTER THE SCHENGEN TERRITORY MAY DEPEND ON THE PRESENTATION OF THE INVITATION LETTER, THE ORIGINAL FORMAL OBLIGATION LETTER, YOUR FINANCIAL MEANS AND THE TRAVEL HEALTH INSURANCE.***