



## Visitor Visa (visiting family or friends)

If **Germany** or **Austria** is your **main destination** for a trip in order to **visit your family or friends** not exceeding 90 days and you stay with the hosts at their house, you will need to apply for a **visitor visa**.

Based on the submitted documents, the Consulate General will need to verify your purpose of stay, sufficient funds and a motivation to return to Canada.

The visa application may be submitted at the **earliest 6 months prior** to the planned trip and should be submitted **no later than 15 days prior** to departure. The visa section endeavors to process applications as timely as possible. As a general guideline, processing of an application for a visitor visa with full set of required documents may take up to 15 days. In justified cases where further investigation is necessary or information needs to be sourced, processing time may be extended to up to 45 days. **No expedited processing time will be guaranteed for late applications.**

The list below shall assist you in having **all** of the following documentation **prepared** in the **given order** before you come to your visa appointment. **Incomplete documentation may result in the rejection of your application.**

You have to submit your application **in person**. Please note that fingerprints will still have to be taken from all applicants.

All documents need to be presented in the **given order in original**. Should you wish to keep any originals, kindly provide an additional copy.

Please prepare your documents in the order indicated below and **submit with a print-out of the list:**

→ **Please check all documents you submit:**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid and signed <b>passport</b> (issued within the <b>last 10 years</b> and valid for <b>at least 3 months after leaving the Schengen area</b> with at least <b>2 empty pages</b> )
<input type="checkbox"/>	<b><u>Application form</u></b> fully completed, <b>duly signed</b>
<input type="checkbox"/>	<b><u>Declaration "Use of mail services"</u></b> , , and <b><u>Information pursuant to sec. 54 (2) 8, 53 of the Residence Act</u></b> , duly signed
<input type="checkbox"/>	<b>Biometrical Passport size picture, stamped</b> , not older than three (3) months with a bright background and frontal view of the face (please do not attach the picture to the application form). <b>Digitally-altered passport pictures will not be accepted.</b>
<input type="checkbox"/>	Copy of your valid <b>passport's data page</b>

<input type="checkbox"/>	Valid <b>permanent resident card</b> or <b>Canadian temporary resident visa</b> , valid for at <b>least 3 months</b> after leaving the Schengen area (no exception can be made)
<input type="checkbox"/>	if applicable: Copy of the <b>valid visa / residence permit of your final destination</b>
<input type="checkbox"/>	<b>Invitation letter</b> from your host not older than 4 weeks and <b>signed</b> , stating the dates of your trip, and a <b>passport copy</b> of the host (if applicable: copy of German residence permit as well)
<input type="checkbox"/>	If sponsored by host in Germany or if your own funds are not sufficient: Original and copy of <b>Formal Obligation</b> (“Verpflichtungserklärung”, to be obtained by the local Alien’s Authority in Germany) from your host
<input type="checkbox"/>	<b>Flight reservation/itinerary</b> (including your name) <b>to Germany/ Austria and back to Canada or final destination</b>
<input type="checkbox"/>	If applicable: Confirmed <b>hotel reservation</b> for each day of your stay in the Schengen Area, <b>including name and full address of the hotel</b>
<input type="checkbox"/>	<b>Proof of employment</b> (job letter or business registration, if self-employed) OR <b>enrolment letter from university or school in Canada</b>
<input type="checkbox"/>	<b>Proof of sufficient funds to cover the costs of your proposed trip:</b> - bank statements from the past three months with your name, OR - signed declaration of formal obligation, passport copy as well as bank statements of the past three months of the financial supporter (signature must be certified by a notary public, if supporter is not present at the interview)
<input type="checkbox"/>	<b>Proof of travel health insurance</b> (Canadian or German), <b>valid for the entire</b> stay in the <b>Schengen Area</b> with a minimum coverage of 30.000 € (approx. 50,000 CAD), including the following details: name of insured person, length of <b>coverage</b> , insurance sum and repatriation coverage. In case you want to take several trips within the period you are applying for, health coverage for the first trip is sufficient. Please note that health insurance coverage by <b>credit card is not valid</b> unless you present a letter from the credit card company with details of coverage of your trip.
<input type="checkbox"/>	<b>Prepaid self-addressed Xpresspost envelope</b> (Canada Post only), <b>Regional Standard</b> to Ontario or <b>National Standard</b> to all other provinces (shipment to a Canadian address only)
<input type="checkbox"/>	<b>For Minors:</b> <input type="checkbox"/> <b>birth certificate with parental information</b> , original and official translation into German or English, if applicable (must be certified by a notary public if parent is not present at the interview) – <b>plus one copy each</b> <input type="checkbox"/> <b>Application form signed by both parents</b> on the last page; <input type="checkbox"/> <b>if both parents have legal custody and only one parent or no parent is travelling with the child: A declaration of consent of the non-travelling parent/s</b> must be signed – signature/s must be <b>certified by a notary public</b> if parent is not present at the interview; in case only <b>one parent has custody, proof thereof by <u>means of a parental order or death certificate</u></b> <input type="checkbox"/> passport copies of both parents
<input type="checkbox"/>	<b>Visa fee</b> ; for further information please check on our website

**Please note** that the German Consulate reserves the right to ask for additional documents at any time during processing. Submission of the above mentioned documents does not guarantee that a visa will be granted.

For further information, please visit our website [www.canada.diplo.de](http://www.canada.diplo.de).

Please note: The Visa Section is not in a position to provide individual advice or pre-screening of documents. In case of further queries not answered on our website, please contact the Visa Section via email at [visa@toro.diplo.de](mailto:visa@toro.diplo.de) .