



German Missions  
in South Africa, Lesotho  
and Swaziland

VISA FOR OFFICIAL TRIPS ON INVITATION  
OF GERMAN INSTITUTIONS  
(GIZ, PAD, DAAD, etc.)  
**(Schengen Visa)**

Dear Applicant,

Thank you very much for your interest in visiting the Federal Republic of Germany on a Schengen Visa.

We request that you take advantage of our Online **Appointment Booking System**. Please visit [www.visa-germany.co.za](http://www.visa-germany.co.za) or call: **0861 – 00 22 45**.

Please submit your application for a Schengen Visa to the representative of the country which - considering the main purpose of your intended stay - is your main destination. If no such main destination can be ascertained, please contact the representative of **the country of your first entry** into the Schengen Area. The German Missions in South Africa will also accept applications for Schengen Visas for travel with the main destination being in Slovenia.

If you reside in South Africa and your main destination is Germany, you must submit your visa application either to the German Embassy in **Pretoria (if you reside in the Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga or North-West)** or the German Consulate General in **Cape Town (if you reside in the Eastern, Northern or Western Cape)**. If you are not a South African national, your residence permit for South Africa must be valid for at least another four months from the date the Schengen visa expires.

Applications must be submitted in person and may not be submitted by courier, regular post, fax or e-mail. Only applicants who can prove to have travelled at least twice to the Schengen States within the past two years, may be exempt from applying in person. A third party may apply on behalf of such applicants.

We advise you to apply at least **three weeks prior to** your intended date of departure. Normally, the

Internet: [www.southafrica.diplo.de/visa](http://www.southafrica.diplo.de/visa)

e-mail (Pretoria): [visapretoria@pret.diplo.de](mailto:visapretoria@pret.diplo.de) , e-mail (Cape Town): [visacapetown@kaps.diplo.de](mailto:visacapetown@kaps.diplo.de)

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visa process is finalised within three to four working days upon submission of a complete visa application. **In some cases, however, we may need more time due to the necessary involvement of German and/or Schengen authorities.**

The fee for a Schengen Visa is the equivalent of €60. The fee must be paid in cash, in South African Rands upon application. Please refer to our website [www.southafrica.diplo.de/visa](http://www.southafrica.diplo.de/visa) for any waivers or exceptions.

Please note that only complete applications will be accepted. In order to ensure that your application is processed without delay, **please submit the following documents in original and two copies.** Unfortunately, copies cannot be provided by the German Missions.

- |   | yes/no  |
|---|---|
| • <b>A duly completed Schengen Visa Application form</b> (please ensure that you sign the form).  | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>A valid passport with at least two blank pages and valid at least three months longer than intended stay</b> (please ensure that your passport is signed).                                     | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>One recent passport photograph according to biometric specifications</b> (for further details regarding biometric specifications of photos, please refer to the sample table on our homepage). | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>Declaration of True and Complete Information in accordance with §55 Residence Act, signed and dated.</b>   | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>Written confirmation by the official authority (Note Verbale).</b>   | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>Written invitation from the German Institution in Germany stating the purpose of stay and including a statement regarding covering related costs.</b>  | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>Travel Medical Insurance</b> valid in all the Schengen States for the entire duration of the intended stay (minimum cover of €30.000).   | <input type="checkbox"/> <input type="checkbox"/> |

Please note that each visa application is reviewed individually. Therefore, the requested documents may vary. The German Missions reserve the right to ask for additional documents. The submission of the above-mentioned documents does not guarantee the issuance of a visa. Applicants may, at any time, be asked for a personal interview. Submission of incomplete documentation or refusal to attend the mandatory visa interview will result in a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered.

**For further information, please visit [www.southafrica.diplo.de/visa](http://www.southafrica.diplo.de/visa) or contact us by e-mail:**

**Pretoria:** [visapretoria@pret.diplo.de](mailto:visapretoria@pret.diplo.de)

**Cape Town:** [visacapetown@kaps.diplo.de](mailto:visacapetown@kaps.diplo.de)

**Hours for telephone assistance are listed on our website.**