



Embassy  
of the Federal Republic of Germany  
Lusaka

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Opening hours of the consular section:

**Monday – Thursday, 09:00h - 11:00h**

Telephone hours of the consular-section:

**Monday – Thursday, 08:30h - 09:30h**

## INFORMATION-LEAFLET FOR **SHORT TERM VISAS** (“Schengen Visa”)

- as of February 2020 -

### **General Information**

Applications can be handed in during the opening hours of the consular section which are as follows:

**Monday – Thursday, 09:00h - 11:00h**

Currently Schengen Visas are valid for the following countries (unless otherwise stated in the visa):

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

A Schengen Visa entitles the holder to travel freely in all of these countries **up to 90 days in a 180 days’ time frame**, depending on how many days are stated in the visa. Please note that **despite having a valid passport and visa** you may be refused entry at the border if you are not in a position to provide proof of the purpose and conditions of your intended stay, financial means, health insurance etc. or otherwise do not fulfil the entry requirements.

The German Embassy in Lusaka is **in charge** for applicants:

- 1) who reside in Zambia and
- 2) whose main destination is either Germany, Austria, Hungary or Slovenia.
- 3) In case a main destination cannot be determined, you may also apply if your first point of entry into the Schengen area is either in Germany, Austria, Hungary or Slovenia.

#### **Please note:**

**In order to avoid time consuming requests for additional information or documentation, please read this information leaflet carefully.**

If you have any enquiries or feel that your case may not be covered, please contact the German Embassy **at least 4 weeks prior to** your travel dates for clarification. The visa application form can be picked up at the German Embassy in advance or downloaded from our website.

You may also fill in your application form online via this link <https://videx.diplo.de>. Please note that this is not an online application! It is not possible for you to submit your application online. It can only be submitted to the competent mission abroad or to an external service provider commissioned by the mission abroad.

- A visa application, together with all necessary documents, must be handed in **in person**.
- Applicants will have their **fingerprints** taken (according to the Visa Code).
- All documents have to be submitted **as originals**.
- **Groups** (three applicants or more) need to make **an appointment**.

According to the Visa Code, the processing time to complete visa applications takes **up to 15 days**. We strongly recommend applying **at least 21 days prior** to the intended date of travel. In the interest of speedy processing of all applications **please refrain from enquiries**. The German Embassy will contact you accordingly.

**The following documents have to be submitted for all applications:**

Completely filled-in and <u>signed</u> application form	as original
One passport size picture with a bright background	
Valid and undamaged passport with at least two blank pages ( <u>also has to be valid for at least 3 months after intended return to your home country</u> )	as original
Copy of passport particulars and all stamps and visa's in the passport	copy
National registration card	As original <u>and</u> copy
<p><b>Proof of overseas travel health insurance:</b>  <u>the insurance has to fulfil the following requirements:</u></p> <ul style="list-style-type: none"> <li>- Coverage of the <u>entire period of your stay in the Schengen states.</u></li> <li>- Coverage of at least <u>the whole Schengen states.</u></li> <li>- <u>Minimum coverage: 30.000 Euro.</u></li> <li>- Coverage of the repatriation of mortal remains.</li> </ul> <p>- If the trip involves sports activities, the insurance has to cover injuries resulting from these activities.</p> <p>(Exceptions may apply to spouses of EU/EWR citizens accompanying their spouses to a country other than the spouses' home country and holders of diplomatic passports)</p>	as original
<p><b>Flight-itinerary/quotation:</b></p> <p>Flight reservation and complete intended itinerary (indicates the intended date of entry into the Schengen states and the intended date of exit from the Schengen states), if possible covering the whole intended journey throughout the territory of the Schengen states. In case you travel to/through more than one country you have to show flight details for the whole trip.</p> <p>You are <u>not</u> required to provide proof of purchase of a flight ticket before a visa is issued.</p> <p>We strongly advice to only purchase a ticket after a visa has been issued.</p>	copy
If you are a <u>non-Zambian national</u> : <b>Visa / employers permit / residence permit / investors permit</b> in Zambia valid at least three months beyond your intended departure from the territory of the Schengen states ( <b>booklet <u>and</u> stamp in passport</b> )	as original <u>and</u> copy
If you are a <u>non-Zambian national</u> : If you do not intend to return to Zambia, you should present <b>proof that entry to your country of origin or any other third country</b> is guaranteed.	as original
<p><b>Proof of your work situation:</b></p> <p><u>If you are employed</u>: employment contract or recent employer statement, including information on monthly salary and granted leave, recent letter from employer indicating your employment status within the company as well as the duration of the contract and duration of employment, payslips (<b>signed and stamped by the company</b>), NAPSA</p> <p><u>If you are a company owner or self-employed</u>: Certificate of registration of the company as well as company shareholder certificate from PACRA; tax return form (<b>company form 5 and 7</b>).</p>	as original
<p><b>Proof of financial means:</b></p> <ul style="list-style-type: none"> <li>- Personal bank statements of the last three months, <u>stamped by the bank.</u></li> <li>- Payslips of the last three months, <u>stamped/signed by the employer.</u></li> <li>- Other documents that prove your financial means if necessary, e.g. social benefits, regular income (e.g. generated by property).</li> </ul> <p><u>Please note</u>: If applicants are not able to prove that they can cover <u>all</u> costs, arising in connection with the planned trip to the Schengen states, they have to provide a formal obligation declaration (<b>Verpflichtungserklärung</b>), issued by the German immigration office (Ausländerbehörde) or the Austrian/Hungarian/Slovenian equivalent. However, own bank account statements and payslips are requested</p>	as original

regardless in order to evaluate the ties to the home country.	
<p><b>Proof of integration into the country of residence:</b></p> <p><u>If you are employed:</u> recent letter from employer indicating the employment status within the company as well as the duration of the contract and duration of employment, payslips stamped by the company (or equivalent), NAPSA</p> <p><u>If you are a company owner or self-employed:</u> Certificate of registration of the company as well as company shareholder certificate from PACRA, tax return form (<b>company form 5 and 7</b>)</p> <p><u>Proof of family ties:</u> marriage certificate, birth certificate of your children to prove ties to the home country.</p> <p><u>If applicable:</u> proof of other special circumstances, e.g. nursing care of family member due to serious illness/disability etc.</p>	as original
<p><b>Minor applicants:</b></p> <ul style="list-style-type: none"> <li>- Birth certificate incl. full names of both parents</li> <li>- Certified copies of ID / passport of both parents</li> </ul> <p>The visa application has to be signed by both parents mentioned in the birth certificate or the parent/person who has sole-custody or legal guardianship of the child <u>in front of the staff at the German Embassy.</u></p> <p>If one parent has sole-custody, <b>adequate proof must be provided (e.g. death certificate of deceased parent, divorce decree with custody arrangement, Court order of guardianship, etc.).</b></p> <p>If the child travels with only one parent, the other parent must produce an adequate <b>consent (signature certified by a competent authority).</b></p>	as original
<p><b>Fee of 80 Euro, payable in Zambian Kwacha <u>cash only</u></b> and subject to the Embassy's current exchange rate. Exceptions may apply.</p> <p><u>Please note:</u> This is a registration fee and in case of a rejection of your application, there will be no refund.</p>	

**Further document requirements depending on the purpose of your stay:**

**Family or private visit:**

<p><b>Invitation letter</b>, written and signed by the inviting party, stating the purpose of the trip and the time-period of the intended stay. The signature of this invitation should be legalised by the competent authority.</p> <p><u>For family visits:</u> <b>proof of family ties</b> with the referent/inviting person.</p> <p><b>Proof of accommodation</b> for the whole duration of the intended stay in the territory of Germany/ Austrian/Hungarian/Slovenian.</p>	<p><b>as original</b> (copy will suffice when a formal obligation was provided as original)</p>
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**Business:**

<p><b>Invitation from business partner in Germany/Austria/Hungary/Slovenia</b> explaining the purpose of the trip and identity of invited person and intended length of stay <u>signed and stamped</u> by the business partner and other evidence of the purpose of your trip (e.g. entry tickets to trade fairs, congress etc.)</p> <p>For German invitations a formal obligation according to §§ 66-68 AufenthG (<b>Verpflichtungserklärung</b>) may be required.</p>	as original
If the costs are borne by your business partner, this must be stated <b>in detail in the invitation.</b>	
<p><b>Confirmation of your employer about your position in the company</b> as well as the purpose and conditions of your trip, including how the costs will be met (accommodation, meals, per diem allowance, health insurance).</p>	as original
<p><u>If the costs are borne by your company:</u> Signed letter to that effect, certificate of registration, company bank statement of the past three months, <u>stamped by the bank.</u></p>	as original
<b>Hotel reservation or proof of other accommodation</b>	copy

**Tourism**

<b>Proof of accommodation for the whole duration of the intended stay</b> , throughout the Schengen states: document from the hotel/establishment providing accommodation or any other appropriate document	copy
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indicating the accommodation envisaged, e.g. proof of real estate property.	
<b>Confirmation of the booking of an organised trip or any other appropriate document</b> indicating the envisaged travel plans, e.g. individual booking or planned activities, guided tours, event tickets.	

### Medical Treatment

<p>For medical treatment in Germany you should provide the following documents:</p> <ul style="list-style-type: none"> <li>- A <b>certificate from a local medical institution</b> in Zambia confirming the need of specific medical treatment to be provided in the destination country.</li> <li>- An <b>official document of the medical institution</b> in the Schengen state of destination confirming that it has committed to perform the specific medical treatment and that the patient will be accepted accordingly.</li> <li>- An <b>estimate of the anticipated length of stay</b> of the patient in hospital before being released to return to Zambia.</li> <li>- <b>Proof of pre-payment of the treatment or other proof of sufficient financial means</b> to cover the medical treatment and related expenses, such as additional insurance coverage.</li> </ul>	<b>as copy</b>
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### Official:

You should provide a <b>letter issued by the Zambian authorities</b> confirming that you are a member of the official delegation to participate in an event, accompanied by the <b>official invitation</b> .	<b>as copy</b>
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### Research and training:

→ <a href="#">See information leaflet for National Visa.</a>	
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**Depending on the individual case, further documentation may be requested while assessing your case.**

### Airport Transit:

The vast majority of foreign travellers benefit from the "transit privilege" - if you do not leave the international airport area during a stopover at a German airport, and if your final destination is not in a Schengen country, most nationalities, including Zambian nationals, do not need a transit visa. For more information and a list of nationalities which do **not** have the transit privilege, please visit:

<http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/33-Transit.html?nn=480902>.

For enquiries or to book an appointment for groups, please contact:

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