



WEB-BASED VISA-APPLICATION-FORM (Manual)

Please start the following link on your internet-browser:
<http://visa.diplo.de>

Choose a language-version (for the moment only German and English version is available) and click "ok"

Sprachauswahl - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://service.diplo.de/einreicher/start.do>

Auswärtiges Amt
Visum-Antragserfassung
Sprachauswahl

Startseite Benutzerdaten

Herzlich willkommen beim Auswärtigen Amt!

Bitte wählen Sie zunächst die Sprache, in der Sie die folgenden Seiten lesen möchten.

deutsch
 english
 français
 русский
 español
 türkisch
 portugiesisch
 ukrainisch

Ok

Please read carefully the following information and confirm with "continue"

Auswärtiges Amt
Visum-Antragserfassung
Notes

Home User data

Welcome to the Federal Foreign Office!

You can find out more about submitting an online visa application here. Before you proceed, we would like to point out the following:

- Before your visa application can be accepted and possibly processed, you must report in person to the competent German mission abroad (see below) and present all the papers needed for your application.

Submitting your data online does not guarantee that your application will be accepted and a visa issued.

- Online visa applications can only be submitted for short stays of up to 90 days. Visa applications for longer stays (study, employment, family reunification) cannot be submitted online. If you need a long-stay visa you should contact the German mission abroad responsible for your application.
- For technical reasons, it is imperative that all information in the application form corresponds to the entries in your passport and is entered in the Roman alphabet. Forms filled in differently/incompletely cannot be processed.

[Continue >>](#)

Please read carefully the information concerning the competent German mission and confirm with “continue“

Auswärtiges Amt
Visum-Antragserfassung
Responsible German mission abroad

Home User data

Your local German mission

You must present various papers when you report to the visa section depending on what kind of visa you require. You can consult the website of the competent German mission abroad to find out what you need. Select the German mission abroad responsible for your application from the [list here](#). Please be aware that an application cannot be processed until these papers have been submitted.
The German mission responsible for the district in which you are ordinarily resident is the one that is relevant for you.

[Continue >>](#)

Please choose the icon for “new application” or, if you already downloaded a file, upload this from your hard disk

Auswärtiges Amt
Visum-Antragserfassung
Data entry

Home User data

Enter your data

To start a new application, please click on the following icon.

 New application >>

If you have the relevant data saved on your computer, you can import it into a blank application form. To do so, enter the filename in the field below and click on the button to “load” your data.

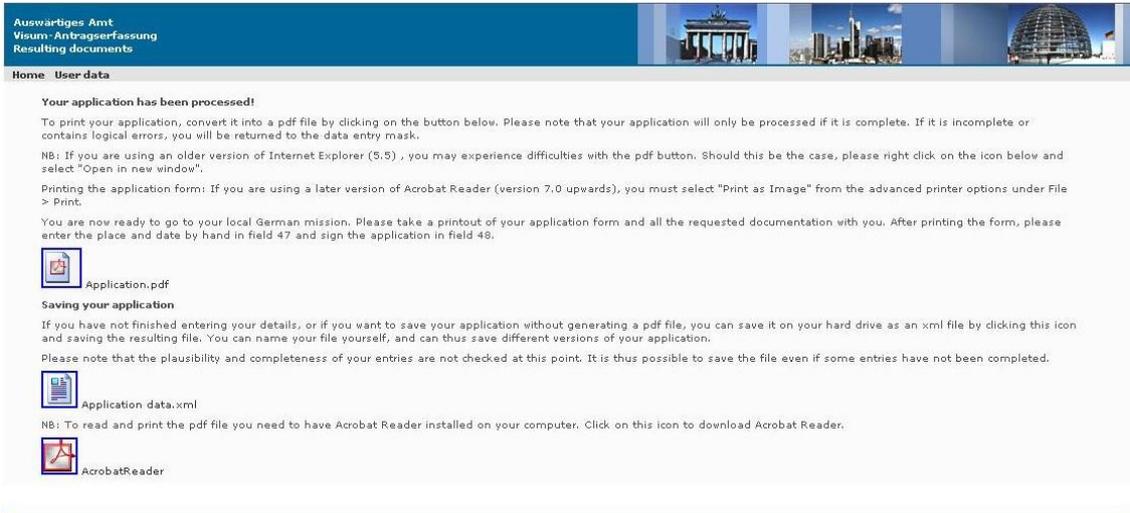
Following is the manual to help you fill in the application form correctly (according to the numeric fields):

1. Surname(s)/ Family name(s) of the applicant (only the very last name in the passport has to be filled in, e.g. Wang)
2. Only fill in, if former names exists, otherwise leave blank
3. First name(s) of the applicant (all other names as mentioned in the passport)
4. Date of birth of the applicant
5. No information needed
6. Place of birth (as mentioned in the passport); country of birth (e.g. “China”)
7. Current nationality/ies (e.g. “China”)
8. Original nationality (only fill in if different from current nationality)
9. Sex (please choose)
10. Marital status (please choose)
11. Father’s name
12. Mother’s name
13. Type of passport (please choose; usually “national passport”)
14. Passport number (as written in the passport)
15. Issued by (fill in country according to passport)
16. Date of issue (as written in the passport)
17. Valid until (as written in the passport; passport must be valid at least another 6 months)
18. No information needed for Chinese nationals; otherwise please choose “yes” and fill in visa number and validity date
19. Current occupation (e.g. sales representative, engineer, etc.)

20. Employer's address and telephone number (detailed address; e.g.: bldg., street name & no., district, city, zip code and phone no.)
21. Main destination (should be "Germany") --> fill in: DEU
22. Type of visa (should be "short stay")
23. Visa (always "individual visa")
24. Number of entries requested (please choose; please note: entry/ exit between Schengen-countries does not count)
25. Length of stay (number of days, max. "90")
26. Other visas in the past and validity (in short version, e.g. BNL 2002, USA 2000, D 2004, UK 2003)
27. No information needed
28. Previous stays in Germany or Austria, Belgium, Denmark, Finland, France, Greece, Italy, Iceland, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden OR in the following countries after April 2008: Czech Republic, Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Hungary OR in Switzerland after December 2008 (fill in in short version, like item no. 26)
29. Purpose of travel (should be "business")
30. Date of arrival in Germany (usually = departure date from China) (The passport has to be valid at least 6 months after the date of arrival)
31. Date of departure (If applying for multiple entry visa please fill in departure date of planned LAST trip. The passport has to be valid at least 3 months after the date of departure)
32. Border of first entry --> fill in the country code: eg. DEU, ITA, FRA, NLD
33. Means of transport (should be "airplane")
34. Name of host/host company, telephone and fax; full address
 - 34.1. Name (should be name of inviter AND company name in Germany)
 - 34.2. Telephone and fax (format should be +49-.....)
 - 34.3. Full address (street name and no., 5 digit-zip code and city, e.g. Otto-Hahn-Ring 6, 81739 Munich; no PO box)
 - 34.4. E-mail address (inviter's e-mail address)
35. Travel and living expenses (please choose)
36. Means of support during your stay (please choose; health insurance: please fill in valid until)
37. Spouse's name: (please fill in if your status is married)
38. Spouse's name at birth (only fill in if different from no. 37)
39. Spouse's first name (please fill in if your status is married)
40. Spouse's date of birth (please fill in like this format: "dd.mm.yyyy")
41. Spouse's place of birth (please fill in if your status is married)
42. Children (please fill in; IMPORTANT: every child needs its own application)
43. Only fill in these fields if you are dependant of a EU- or EEA citizen
44. Please read carefully or read to the applicant
45. Applicants home address (please fill in the complete address, incl. zip code)
46. Telephone (mobile phone)
47. Has to be filled in after printing with place AND date
48. Has to be filled in after printing with the signature; please note that the application has to be signed personally; in case of minors (under the age of 18) it has to be signed by the parents

Please choose “save and print“

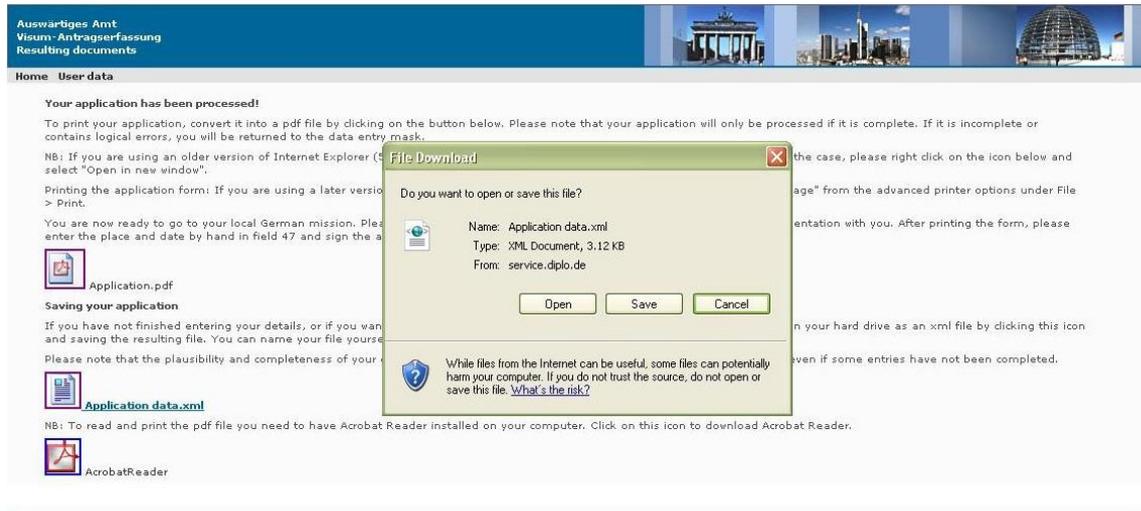
Now you will find different options for processing the application: Either you click the „PDF“-icon; the application will be verified, as long as information is missing or not correctly filled in you will be informed about this and returned to the application form;



If the application form is duly filled in, the file may be opened or saved on your hard disk. Generally it is helpful if you save the file on your hard disk; the file can now be opened and, in the printing menu, be printed.



We also recommend that you save the application form as “.xml” format one more time. This format can not be read, but it can upload information into your online application form. It is convenient for information changes or new application, as “.pdf” format usually can not be changed.



Important: The field “Print as a picture” has to be activated in order to create a readable code!

The web-based visa-application form (2 copies) replaces the manual visa-application form; together with the other relevant documents for your application as well as the passport photos and the signed additional declaration (see next page) please come to the Visa-Section.

Belehrung zum Visumsantrag 申请签证的提示

§ 55 Abs. 1 i.V.m. § 55 Abs. 2 Nr. 1 AufenthG bestimmt, dass ein Ausländer/ eine Ausländerin aus Deutschland ausgewiesen werden kann, wenn er/ sie im Visumverfahren falsche oder unvollständige Angaben zum Zwecke der Erlangung eines Aufenthaltstitels gemacht hat.

Der Antragsteller/ die Antragstellerin ist verpflichtet, alle Angaben nach bestem Wissen und Gewissen zu machen. Sofern Angaben bewusst falsch oder unvollständig gemacht werden, kann dies zur Folge haben, dass der Antrag auf Erteilung eines Visums abgelehnt wird bzw. die Antragstellerin/ der Antragsteller aus Deutschland ausgewiesen wird, sofern ein Visum bereits erteilt wurde.

Durch die Unterschrift bestätigt der Antragsteller/ die Antragstellerin, dass er/ sie über die Rechtsfolgen falscher oder unvollständiger Angaben im Visumverfahren belehrt worden ist.

居留法第55条第1款结合第55条第2款第1点规定，外国人在申请签证过程中，如果为了获取居留许可而提供虚假情况或不完整陈述，那么他(她)会因此被驱逐出德国。

申请人有义务诚实地陈述所有情况。故意提供虚假情况会导致签证申请得不到批准；即使申请人得到了签证，也将被驱逐出德国。

申请人的签字表明，他/她已被告知在申请签证过程中提供虚假或不完整情况的法律后果。

Section 55 (1) in conjunction with section 55 (2) (1) of the Residence Act provides that a foreigner may be expelled if he/she has furnished false or incomplete information during the visa application process (also to the relevant authorities of another Schengen Agreement member country) for the purpose of obtaining a residence title.

The applicant is obliged to provide all information to the best of his/her knowledge and belief.

If he/she knowingly furnishes false or incomplete information, the visa application may be refused or the applicant expelled from Germany, should a visa already have been issued.

With his/her signature, the applicant certifies that he/she has been informed of the legal consequences of furnishing false or incomplete information in the course of visa proceedings.

Ort, Datum, Unterschrift/签, 字地点, 日期/Place, date, signature