



## **VIDEX - General User Guidelines**

### **Dear User,**

Welcome to VIDEX, the software of the Federal Republic of Germany which enables you to complete your application form for a Schengen visa online.

We want to make VIDEX as easy as possible, so here's all the relevant information on how to use VIDEX and how to submit your application.

**Please read the following information carefully before starting to enter your data in VIDEX!**

### **When can I use VIDEX?**

VIDEX is designed only for applications for a short-term visa for a stay of up to 90 days in the Schengen states (Schengen visa). Applications for visas for longer stays in Germany (e.g. for studies, work, family reunion) cannot be completed using VIDEX. In such cases, please contact the responsible German Embassy or Consulate-General directly.

### **Technical specifications**

You'll need the following hardware and software to use VIDEX:

- Microsoft Windows 7,
- Firefox 8.0 or Internet Explorer IE 8,
- Adobe Acrobat Reader 10,
- a printer.

### **Preparing to complete your visa application**

If you have started to complete the form but then break off for more than 10 minutes, your data will be deleted! In order to avoid this, please have the following documents at hand before starting to complete the form:

- your travel document:
  - Please note that your travel document must be valid for at least three months after the end of your planned trip.
  - Please note that only travel documents that have been issued (**not extended!**) during the past 10 years can be endorsed with a visa.
- your travel or flight schedule,
- an address in Germany,
- hotel reservation, if applicable,
- letter of invitation, if applicable.

## **To complete the application**

### **Choose a language**

Choose the language for your application form. Once you have started to complete the form you should not change the language. This would delete all prior entries.

### **Permitted characters**

Please answer all questions using Latin letters. Applications completed using other characters cannot be saved or printed.

The following special characters are also permitted: ÄÖÜß.+-,'. In fields requiring an email address „@“ is permitted as well.

### **Entering dates**

If asked for dates please enter the data as follows (Gregorian calendar):  
year (4 digits)-month (2 digits)-day (2 digits), separated with a hyphen (-).

### **To save an application**

You can save your application on your computer once you have entered at least the family name and date of birth. The application will be saved in the file on your computer that you have chosen as the designated storage space for all data downloaded from the internet. If you would like to save it in a different location please choose one in your browser.

### **To print a visa application**

In order to print a visa application you will have to fill in the form completely and answer all relevant questions.

#### Printing includes:

- the application form (**please remember to sign the form**),
- instruction according to Section 55 (2) (1) of the Residence Act (please sign the instruction),
- barcodes with your VIDEX-encrypted data.

### **To apply for a visa**

You cannot submit your visa application online. You can only apply for a visa at the responsible German Embassy or Consulate-General or at the office of a designated external service provider.

To apply please bring the following documents with you:

- visa application form (please sign this form),
- instruction according to Section 55 (2) (1) of the Residence Act (please sign the instruction),
- barcodes with your VIDEX-encrypted data,
- any necessary additional documents. The kind of documents required depends on what type of visa you are applying for. Please refer to the information provided on the homepage of the responsible German Embassy or Consulate-General.

### **Which German Embassy or Consulate-General is responsible?**

The responsible German Embassy or Consulate-General is the one in whose district you have your place of habitual residence.