

Dear All,

Welcome to VIDEX (<https://videx.diplo.de/videx>)

Please follow these instructions to fill your online visa application Form and use the laser jet printer to take out the print.

Kindly note that all the information entered should be as per the current passport.

VIDEX		Print application		Save data		Open data		Scan barcode		New application	
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Personal data

Surname (Family name): Last Name as per the passport, if no last name please enter the First name	Surname at birth (Former family name (s)):	First name(s) (Given name(s)): First Name, as per the passport	
Date of birth (yyyy-mm-dd):	Place of birth:	Country of birth: -- Please select --	
Current Nationalities:		Nationality at birth, if different:	
-- Please select --	-- Please select --	-- Please select --	-- Please select --
Sex: ☐ Male ☐ Female ☐ Unspecified		Marital status: -- Please select --	

The details of parents or legal guardian are required if the applicant is a minor.

Parents or legal guardian

Surname (Family name) of Father:	First name(s) (Given name(s) of Father):	Current Nationality of Father: -- Please select --	
Surname (Family name) of Mother:	First name(s) (Given name(s) of Mother):	Current Nationality of Mother: -- Please select --	
Address of legal guardian: Enter the address mentioned on the last page of the passport			

ID number and travel documents

National identity number, where applicable:	Leave this field Blank		
Type of travel document: Select the type of passport	Number of travel document:	Date of issue (yyyy-mm-dd):	Valid until (yyyy-mm-dd):
-- Please select --	Passport Number		
Issuing state:	Issued by:	Issued in:	
-- Please select --	PASSPORT OFFICE	Please write the Place of Issue of the passport	

Applicant's home address and e-mail address Please write present address details

Street:	House number:	Additional address details:	
Postal code:	City:	Country:	
		-- Please select --	
Telephone number(s):	E-Mail address:		

The below attached field is not mandatory, the information as per the residential status in other country has to be filled, otherwise please select No

Residence in a country other than the country of current nationality

Residence in a country other than the country of current nationality: As per the residential status in other country			
☐ Yes ☐ No			
Type of Residence Permit:	Residence permit or equivalent No:	Valid until (yyyy-mm-dd):	

Occupation

Current occupation:	Employers name / educational establishment:		
	Name of the employer (Organsation)		
-- Please select --			
Street:	House number:	Additional address details:	
Postal code:	City:	Country:	
		-- Please select --	

Travel data

Main purpose(s) of the journey:			If other please specify:
Primary purpose of the visit	If more than one purpose		
-- Please select --	-- Please select --	-- Please select --	
Member State(s) of destination:			State of first entry:
Please select all Schengen Countries as per the Itinerary			First Port of Entry in Schengen
-- Please select --	-- Please select --	-- Please select --	-- Please select --
Intended date of arrival (yyyy-mm-dd):	Intended date of departure (yyyy-mm-dd):	Duration of the intended stay or transit:	Number of entries requested:
As per the Itinerary	As per the Itinerary	Number of days in Schengen	Please select Multiple entries
			-- Please select --
Schengen visas issued during the past three years:	Date(s) of validity from:	Valid until:	
Details about the past Schengen Visas			
☐ Yes ☐ No			

Biometrics

Fingerprints collected previously for the purpose of applying for a Schengen visa	Date, if known:
☐ Yes ☐ No Please select No	

The next is the reference field. In this the contact Information of Germany has to be given. The information in this field will vary as per the Visa Category. Please refer to the screen shots for category-wise details:

Business

Reference **BUSINESS**

Type of reference:	Name of organisation, company or hotel:		
Inviting organisation/company	Name of the Inviting Company		
Organization's place of business (town/city):	Organization's place of business (country):	Organization's objectives/area of activity:	Always select 99- ANDERE
-- Please select --	-- Please select --	-- Please select --	
Name of register in which the organization is registered:	Location of register:	Registration number:	Always select 02-HANDELSREGISTER
-- Please select --	Leave this field BLANK	Leave this field BLANK	
Surname (Family name) of reference person:	First name(s) (Given name(s)) of reference person:	Date of birth (yyyy-mm-dd):	Place of birth:
NAME WRITTEN ON THE INVITATION LETTER, IF NOT PROVIDED PLEASE WRITE UNKNOWN IN BOTH THE FIELDS			
Alternative spellings of surname:	Alternative spellings of forename(s):	Other names:	Former names:
Street:	House number:		
ADDRESS MENTIONED ON THE LETTER HEAD (Please refer to the Glossary provided at the end of the document)			
Postal code:	City:	Country:	
		-- Please select --	
Telephone number(s):	E-Mail address:	Hotel reservation number:	
Cost of travelling and living during the applicant's stay is covered:			
☐ by the applicant himself/herself ☐ by a sponsor (host, company, organisation), please specify ☐ by the reference, see above ☐ other (see sponsor)			
This information should be 100% authentic.			
Means of support: Please click on the check box(es)			
☐ Cash ☐ Traveller's cheques ☐ Credit card ☐ Accommodation provided ☐ All expenses covered during the stay ☐ Pre-paid transport ☐ other (please specify):			

Transit Visa

Reference **Incase of Transit Visa**

Type of reference:	Name of organisation, company or hotel:		
No reference person			
Organization's place of business (town/city):	Organization's place of business (country):	Organization's objectives/area of activity:	
	-- Please select --	-- Please select --	
Name of register in which the organization is registered:	Location of register:	Registration number:	
-- Please select --			
Surname (Family name) of reference person:	First name(s) (Given name(s)) of reference person:	Date of birth (yyyy-mm-dd):	Place of birth:
Alternative spellings of surname:	Alternative spellings of forename(s):	Other names:	Former names:

Tourist Visa

Reference **TOURISUM**

Type of reference:	Name of organisation, company or hotel:	Name of the Hotel	
Hotel			
Organization's place of business (town/city): City	Organization's place of business (country):	Organization's objectives/area of activity:	Always select 08-TOURISMUS
	-- Please select --	-- Please select --	
Name of register in which the organization is registered:	Location of register:	Registration number:	Always select 02-HANDELSREGISTER
-- Please select --			
Surname (Family name) of reference person:	First name(s) (Given name(s)) of reference person:	Date of birth (yyyy-mm-dd):	Place of birth:
Alternative spellings of surname:	Alternative spellings of forename(s):	Other names:	Former names:
Street:	House number:		
Postal code:	City:	Country:	
		-- Please select --	
Telephone number(s):	E-Mail address:	Hotel reservation number:	
Cost of travelling and living during the applicant's stay is covered:			
☐ by the applicant himself/herself			
☐ by a sponsor (host, company, organisation), please specify			
☐ by the reference, see above			
☐ other (see sponsor)			
Means of support:			
☐ Cash ☐ Traveller's cheques ☐ Credit card ☐ Accommodation provided			
☐ All expenses covered during the stay ☐ Pre-paid transport ☐ other (please specify):			

Visit to Family & Friends

Reference

Type of reference:	Name of organisation, company or hotel:		
Inviting person			
Organization's place of business (town/city):	Organization's place of business (country):	Organization's objectives/area of activity:	
	-- Please select --	-- Please select --	
Name of register in which the organization is registered:	Location of register:	Registration number:	
-- Please select --			
Surname (Family name) of reference person:	First name(s) (Given name(s)) of reference person:	Date of birth (yyyy-mm-dd):	Place of birth:
Name of the Inviting person		Date of Birth of inviting person	Place of Birth of the inviting person
Alternative spellings of surname:	Alternative spellings of forename(s):	Other names:	Former names:
Street:	House number:		
Postal code:	City:	Country:	
		-- Please select --	
Telephone number(s):	E-Mail address:	Hotel reservation number:	
Cost of travelling and living during the applicant's stay is covered:			
☐ by the applicant himself/herself			
☐ by a sponsor (host, company, organisation), please specify			
☐ by the reference, see above			
☐ other (see sponsor)			
Tick the check box as per the actual Information			
Means of support:			
☐ Cash ☐ Traveller's cheques ☐ Credit card ☐ Accommodation provided			
☐ All expenses covered during the stay ☐ Pre-paid transport ☐ other (please specify):			

The next field gives information about the details of the person/ organization bearing the expenses of the applicant. It will be activated based on the check boxes selected in thereference field. Therefore, it is very important to fill the reference field correctly.
Sponsor, if different from reference

Type of sponsor:		Name of sponsoring organisation/company or the embassy/general consulate:	
Sponsoring organisation/company		Name of the organization	
Organization's place of business (town/city):	Organization's place of business (country):	Organization's objectives/area of activity:	Always select 99 - Andere
City	-- Please select --	-- Please select --	
Name of register in which the organization is registered:	Location of register:	Registration number:	
-- Please select	Leave this Blank	Leave this Blank	
Surname (Family name) of sponsoring person or the contact person of the sponsoring institution:		First name(s) (Given name(s)) of sponsoring person or the contact person of the sponsoring institution:	Date of birth (yyyy-mm-dd):
Name written on the Company's covering letter			Place of birth:
Alternative spellings of surname:	Alternative spellings of forename(s):	Other names:	Former names:
Street:	House number:	Address of the company	
Postal code:	City:		
		Country:	
		-- Please select --	
Telephone number(s):	E-Mail address:		