

# Schengen visa for visitors

## General information

All documents need to be submitted in duplicate (original plus one copy). Original documents will be returned to you after they have been sighted by VFS Global Visa center. Documents in Lao must be translated by a translation agency into English or German.

[Please click here for a list of translation agencies in Laos](#); translations of other translation agencies are also accepted.

In individual cases you may be required to provide additional documents.

Requested documents	
<b>Application forms, ID documents (1-6)</b>	
1	<p><b>Visa application form, original:</b></p> <ul style="list-style-type: none"> <li>-duly filled in in German or English</li> <li>-the application form has to be filled in using the <b>online form VIDEX</b> <a href="https://videx.diplo.de">https://videx.diplo.de</a>, printed out and signed by the applicant</li> <li>-the visa application form must be signed <b>by both parents</b> in case of a <b>minor child</b></li> <li>-it is <b>mandatory</b> that the mentioned information on the Schengen visa application form has to be <b>identical with the personal data of the applicant</b>; if this requirement is not fulfilled the visa application will be refused</li> </ul>
2	<p><b>Information sheets:</b></p> <ul style="list-style-type: none"> <li>-each form printed out, dated and signed by the applicant</li> <li>1 Information form on § 54(2) Nr. 8 i.V.m. § 53 Residence Act: <a href="#">Click here</a> to download the form</li> <li>2 Information on data protection law: <a href="#">Click here</a> to download the form</li> <li>3 Signed receipt: <a href="#">Click here</a> to download the form.</li> </ul>
3	<p><b>Two biometric passport-sized photographs 3.5cm x 4.0cm:</b></p> <ul style="list-style-type: none"> <li>-one photograph to be fixed in the upper right corner of the application form</li> <li>-one photograph loosely added to the application</li> <li>-color photo on a white or light background</li> <li>-format 3.5cm x 4.0cm</li> <li>-taken from the front; without obstruction</li> <li>-recent (not older than 6 months)</li> <li>-ears and eyebrows must appear on the picture</li> </ul> <p>The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.</p>
4	<p><b>Passport, original:</b></p> <ul style="list-style-type: none"> <li>-valid for at least three months from the date of expiry of the requested visa</li> <li>-signed by bearer</li> <li>-not older than 10 years, not valid for more than 10 years</li> <li>-at least two blank pages</li> </ul> <p>Please present previous passports, if available.</p>
5	<p><b>Passport, copies:</b></p> <ul style="list-style-type: none"> <li>-one photocopy of the passport (personal data page)</li> <li>-one photocopy of previous Schengen visas, if any, and previous passport/s (personal data page)</li> </ul>
6	<p><b>Foreign national residing in Laos:</b></p> <ul style="list-style-type: none"> <li>-original and copy of residence permit and work permit, if applicable</li> </ul>
<b>Details of inviting person (7-8)</b>	
7	<p><b>Obligation or invitation letter:</b></p> <ul style="list-style-type: none"> <li>-<b>formal obligation letter</b> as proof of sponsorship, if an inviting person is financing your stay in the Schengen area</li> <li><i>or, if the applicant himself is financing the travel and stay</i></li> <li>-<b>written invitation letter</b> stating the name of the host, the address and the duration of stay along with a <b>passport copy of the inviting person</b></li> </ul>
8	<p><b>Proof of relationship with the applicant:</b></p> <p><b>Applicant and host are related with each other:</b> Relationship must be proven through official documents (e.g. family book, marriage certificate)</p> <p><b>Applicant and host are not related with each other:</b> In addition to the passport copy of the inviting person proof of travel activities (passport stamps) for travels made by the inviting person to the home country of the applicant need to be submitted. Proof of correspondence and a letter of the inviting person with further details on how the inviting person and the applicant got to know each other have to be submitted.</p>

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Details of applicant (9-12)	
9	<p><b>Employment:</b></p> <p><i>If employed:</i> -original certificate of employment issued by the employer or equivalent, indicating the following: position inside the company, length of employment, monthly salary, number of vacation days and purpose and duration of the trip -company registration and current tax certificate</p> <p><i>If student:</i> -enrollment confirmation of school or university</p> <p><i>If self-employed:</i> -proof of business ownership (company registration) with the name of the applicant -current tax certificate</p> <p><i>If unemployed / retired or if the business is not registered or an employment certificate is unavailable (e.g. farmer working on the family's farm):</i> -residence certificate issued by Naiban</p> <p><b>Proof of funds:</b> -original bank account statements for the last three months, not older than 10 days, with stamp of the bank or other proof of sufficient means (see no. 10)</p>
10	<p><i>If applicable:</i> Copy of real estate property (title deed) and rental contract if the property is rented out, bank account statements, marriage certificate, birth certificates of children or other proof of social and financial ties in Laos</p>
11	<p><b>Documents for a minor child:</b></p> <p>-birth certificate</p> <p>-parental consent for the minor child that is either travelling abroad alone or with only one parent: a) official parental consent for the planned travel abroad in case one of the parents or both of them are not going to travel together with the minor child; this document must be issued by Naiban and District Office</p> <p><b>OR</b></p> <p>b) declaration of consent by both parents or the parent who is not traveling with the minor child signed in person at VFS Global Visa Center</p> <p>-if the parents are divorced a proof of child custody, issued by the court, must be submitted -in case that one parent has passed away a death certificate must be submitted</p> <p><b>In case that one parent is absent while submitting the visa application:</b> -signed authorization letter from the absent parent along with the photocopies of both parents' passports (personal data page) must also be submitted.</p>
12	<p><b>Lao family book:</b> Lao family book issued by Naiban</p>
Travel details (13-14)	
13	<p><b>Accommodation confirmation, if accommodations are booked that are not covered by the invitation:</b> -confirmation of the hotel reservation/s for the duration of the stay not covered by the invitation of the inviting person; the name of the applicant (same as name on passport) must be shown on the hotel booking</p>
14	<p><b>Non-binding flight plan for entry and exit flight:</b> -submission of a non-binding flight plan for the planned travel dates</p> <p><i>Remark: Please do not purchase your flight ticket before your visa has been issued!</i> The Embassy is not responsible for any costs that arise from the cancellation or rebooking of your flight ticket.</p>
Travel health insurance (15)	
15	<p><b>Travel health insurance:</b></p> <p>-must cover <b>the entire stay</b> -must be valid for <b>all Schengen states</b> -minimum coverage of <b>Euro 30,000</b> -any <b>expenses for medical treatment, hospitalization, medical evacuation and medical repatriation as well as for repatriation in the event of death</b> must be covered -stamp and signature of the insurance company are mandatory -accredited insurance companies are: a) in Laos: Allianz General Laos and Laovivat Insurance b) in Thailand: all insurance companies listed here: <a href="#">list of accredited travel health insurances</a> c) in Germany: travel health insurance that meets above requirements can also be purchased through an insurance company in Germany</p>