

Schengen visa for tourists

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	
Application forms, ID documents (1-6)	
1	<p>Visa application form, original:</p> <ul style="list-style-type: none"> -duly filled in in German or English -the application form has to be filled in using the online form VIDEX https://videx.diplo.de, printed out and signed by the applicant -the visa application form must be signed by both parents in case of a minor child -it is mandatory that the mentioned information on the Schengen visa application form has to be identical with the personal data of the applicant; if this requirement is not fulfilled the visa application will be refused
2	<p>Information sheets:</p> <ul style="list-style-type: none"> -each form printed out, dated and signed by the applicant 1 Information form on § 54(2) Nr. 8 i.V.m. § 53 Residence Act: Click here to download the form 2 Information on data protection law: Click here to download the form 3 Signed receipt: Click here to download the form.
3	<p>Two biometric passport-sized photographs 3.5cm x 4.0cm:</p> <ul style="list-style-type: none"> -one photograph to be fixed in the upper right corner of the application form -one photograph loosely added to the application -color photo on a white or light background -format 3.5cm x 4.0cm -taken from the front; without obstruction -recent (not older than 6 months) -ears and eyebrows must appear on the picture <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>Passport, original:</p> <ul style="list-style-type: none"> -valid for at least three months from the date of expiry of the requested visa -signed by bearer -not older than 10 years, not valid for more than 10 years -at least two blank pages <p>Please present previous passports, if available.</p>
5	<p>Passport, copies:</p> <ul style="list-style-type: none"> -one photocopy of the passport (personal data page) -one photocopy of previous Schengen visas, if any, and previous passport/s (personal data page)
6	<p>Foreign national residing in Laos:</p> <ul style="list-style-type: none"> -original and copy of residence permit and work permit, if applicable
Details of applicant (7-10)	
7	<p>Employment:</p> <p><i>If employed:</i></p> <ul style="list-style-type: none"> -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><i>If student:</i></p> <ul style="list-style-type: none"> -enrollment confirmation of school or university <p><i>If self-employed:</i></p> <ul style="list-style-type: none"> -proof of business ownership (company registration) with the name of the applicant -current tax certificate <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></p> <ul style="list-style-type: none"> -residence certificate issued by Naiban

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	<p>Proof of funds: -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. 8)</p> <p><i>In case the costs of the trip are covered by a sponsor:</i> -original written confirmation of the sponsor to cover all costs related to the trip as well as sponsor's original bank account statements for the last three months, not older than 10 days, with stamp of the bank -copy of sponsor's passport</p>
8	<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>
9	<p>Documents for a minor child: -birth certificate -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>OR</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>In case that one parent is absent while submitting the visa application: -signed authorization letter from the absent parent along with the photocopies of both parents' passports (personal data page) must also be submitted.</p>
10	<p>Lao family book: Lao family book issued by Naiban</p>
Travel details (11-14)	
11	<p>Organized trip: -invitation letter of the travel agency on company's letterhead giving details regarding the trip (itinerary, program, hotels) together with a complete name list of the entire group in alphabetical order as well as a certificate of full payment for the trip (payment confirmation or original voucher)</p>
12	<p>Detailed itinerary: -itinerary of the planned trip including all destinations, if several countries are visited please provide details how many nights will be spend in each country as well as details on the transportation used to move across the Schengen area (e.g. flight, rental car, train or bus)</p>
13	<p>Proof of accommodation: -confirmed hotel reservation/s for the entire duration of stay in the Schengen area, applicant's name (same as on passport) must be mentioned on the hotel booking/s</p>
14	<p>Non-binding flight plan for entry and exit flight: -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>Travel health insurance: -must cover the entire stay -must be valid for all Schengen states -minimum coverage of Euro 30,000 -any expenses for medical treatment, hospitalization, medical evacuation and medical repatriation as well as for repatriation in the event of death 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: list of accredited travel health insurances c) in Germany: travel health insurance that meets above requirements can also be purchased through an insurance company in Germany</p>