

Schengen visa

Information for the staff of the diplomatic missions in Ukraine (for holders of diplomatic or service passports only)

Accredited in Ukraine holders of diplomatic and service passports have two possibilities to apply for a Schengen visa – either in our visa application center [VISAMETRIC](#)

You also may write an appointment inquiry to the Visa Section of the German Embassy in Kyiv by email tf.visa.kiew@gmail.com

You may authorize a person of your trust for documents submission if you had Schengen visa (-s) in the past 5 years. Otherwise, you have to apply for visa in person as your biometrics (fingerprints) has to be taken for the VIS system.

Please note:

According to the Visa Code the German Embassy can accept your documents if your main travel destination is Germany.

Visa fee: You have not to pay a visa fee. However, while applying in the visa application center, you will have to pay a service fee to VISAMETRIC.

Documents to submit with your visa application:

Please print out this leaflet. Please sort your documents in the following order and mark with a cross(x) the documents you have submitted with your visa application:

Please mark with the cross the documents you submit with your visa application (X)		
1	The signed Schengenvisa application form	
<input type="checkbox"/>	Name and signature	Name in Latin letters like in your passport. You have to sign your visa application form by yourself.
2	Two current passport pictures (made in the last 6 months)	
<input type="checkbox"/>	2 passport pictures	Please stick 1 picture on your visa application form and 1 picture please attach loose
3	Documents concerning your travel purpose	
<input type="checkbox"/>	Diplomatic verbal note (in origin)	The diplomatic verbal note should contain the name (-s) of the applicant/traveller (-s), their title (-s) or official status. Besides it should contain information concerning the travel destination, intended date of the journey, duration of stay, information on the purpose of journey
4	Passports and other documents	
<input type="checkbox"/>	Diplomatic / service passport	In origin and one passport copy (copy of the identification page and of all pages with notes/visas/stamps). Your passport should be valid at least 3 months after you return to Ukraine
<input type="checkbox"/>	Diplomatic card	In origin + 1 copy of it
5	Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act (attached to this leaflet)	

Belehrung nach § 54 Abs. 2 Nr. 8 i.V.m. § 53 AufenthG

Ein Ausländer kann ausgewiesen werden, wenn er falsche oder unvollständige Angaben zur Erlangung eines deutschen Aufenthaltstitels oder eines Schengen-Visums macht.

Der Antragsteller ist verpflichtet, alle Angaben nach bestem Wissen und Gewissen zu machen. Sofern er Angaben verweigert oder bewusst falsch oder unvollständig macht, kann dies zur Folge haben, dass der Visumantrag abgelehnt bzw. der Antragsteller aus Deutschland ausgewiesen wird, sofern ein Visum bereits erteilt wurde. Durch die Unterschrift bestätigt der Antragsteller, dass er vor der Antragstellung über die Rechtsfolgen verweigerter, falscher oder unvollständiger Angaben im Visumverfahren belehrt worden ist.

Ort, Datum

Unterschrift

Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act

A foreigner can be expelled if he or she has furnished false or incomplete information in order to gain a German residence permit or a Schengen visa.

The applicant is obliged to provide all information to the best of his or her knowledge and belief. If he or she refuses to provide data or knowingly furnishes false or incomplete information, the visa application may be refused or, if a visa has already been issued, the applicant may be expelled from Germany. In signing this document, the applicant certifies that, before submitting the application, he or she was informed of the legal consequences of refusing to provide data or furnishing false or incomplete information in the visa application process.

Place, date

Signature