



4 June 2014

## **SCHENGEN VISAS**

The following is a brief summary of requirements for a short term stay for up to 90 days:

- ⇒ for residents of Jamaica with Estonia, Finland, Germany or Italy as their main destination.
- ⇒ for residents of the Cayman Islands and Turks & Caicos Islands with Germany as their main destination.

Schengen visas entitle the holder to visit Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

### **Where and how to apply**

You have to submit your application in person during the opening hours of the visa section (Mondays to Fridays 8:30 am to 11:30 am). Only groups of five persons and more need to make an appointment. You can submit your visa application three months prior to your travel arrangement. Once every five years fingerprint scans are requested by all Schengen visa applicants who are 12 years and older.

### **Required documents**

Only complete applications with original documents and a copy of all original documents can be accepted. The Embassy reserves the right to ask for further supporting documents and/or information. Submitting a complete application file does not necessarily mean that the visa will be granted. Each applicant has to furnish his/her own complete application file with all relevant documents. All documents submitted in Estonian, Finnish or Italian have to be translated into German or English by an officially recognized translator.

- One completed visa application form (free of charge): <https://videx.diplo.de/>
- Valid passport. The passport has to be issued within the previous ten years and has to have at least two empty pages available. The passport must be valid for at least three months longer than the intended stay in the Schengen territory. Please include previous passports, either valid or cancelled. Where applicable, submit work / residence permit that is valid at least until your return to your place of residence.
- two recent and biometric passport size photographs. Please do not attach to the application form and see the requirements for photographs:  
[http://www.kingston.diplo.de/contentblob/3549496/Daten/178573/Biometriefotos\\_EN.pdf](http://www.kingston.diplo.de/contentblob/3549496/Daten/178573/Biometriefotos_EN.pdf)
- health insurance with Schengen-wide coverage for medical, emergency and repatriation expenses. Minimum coverage has to be at least 30,000.- € and your insurance has to have a representative office in one of the Schengen states. Upfront coverage with minimal deductible is required.  
Non-exhaustive list of accepted health insurances:
  - ADAC: [www.adac.de/produkte/versicherungen/incomingversicherung/tarife\\_leistungen.aspx](http://www.adac.de/produkte/versicherungen/incomingversicherung/tarife_leistungen.aspx)
  - AXA: [www.axa-schengen.com](http://www.axa-schengen.com)
  - Hanse-Merkur: [www.hansemerkur.de/produkte/reiseversicherung/auslaendische-gaeste/versicherung-visum-plus](http://www.hansemerkur.de/produkte/reiseversicherung/auslaendische-gaeste/versicherung-visum-plus)
  - MAWISTA: <http://www.mawista.com/viuk/>
- a job letter stating position, hiring date, income, approved leave or purpose of travel etc. or, if you are self-employed, the registration certificate of your business (certificate of incorporation, articles of memorandum) or, if you are a student, a letter from the school or university confirming attendance and (if you plan to travel outside of school holidays) approved leave.
- a recent letter from your bank stating exact figures and account details from the previous three months
- confirmed flight itinerary (Please do not purchase a ticket before the visa is actually granted!)

### **Additional documents for specific cases**

#### **If your travel is sponsored:**

- *for Germany:* the original + one photocopy of a Formal Obligation (“Verpflichtungserklärung”) from the person inviting you as well as a copy of the host's valid passport and if applicable, the host's valid resident permit for Germany. The Formal Obligation has to be obtained from the alien authority in the city of residence of the host in Germany. If the host/sponsor resides outside of Germany, the Formal Obligation has to be obtained from the relevant German Embassy in that country (for details please contact the relevant Embassy directly.)

- for Estonia, Finland and Italy: the original invitation/formal obligation letter of your host with a legalized signature. Please include current bank statements and a certified passport copy of your host and if applicable, his/her valid resident permit in Estonia, Finland or Italy.

**If your travel is NOT sponsored:**

- a certified invitation letter and a passport copy of your host and if applicable, his/her valid resident permit for Estonia, Finland, Germany or Italy

**For minors (under the age of 18 years):**

- birth certificate
- a certified declaration of consent of the non-accompanying parent as he/she appears on the birth certificate with a certified copy of the parent's valid picture-ID. The declaration of consent of the non-accompanying parent must indicate that he/she gives full consent to the other parent to sign all documentation related to the visa application for the child (with all names mentioned) as well as for the child to travel during the dates indicated.

**For tourists:**

- hotel or cruise reservation
- complete tour itinerary

**For business trips:**

- original invitation letter from the company in Estonia, Finland, Germany or Italy stating who is invited, for how long and for what purpose. It must be stated clearly whether the costs of flight, accommodation and lodging are covered.

If your business trip is not sponsored by the Estonian, Finnish, German or Italian side, you will also need:

- confirmation from your employer that all the costs are covered by the company
- a recent letter from the employer's bank stating exact figures and account details from the previous three months

## Visa Fees

Visa fees are non-refundable:

- 60.- € for applicants who are 12 years or older
- 35.- € for children between the age of 6 and 12 years

You can pay

- in cash in US-Dollars according to the exchange rate of the Embassy. The Embassy does not accept 50.00 or 100.00 US-Dollar bills. The bills have to be in perfect condition, absolutely no tear or damage of any kind will be accepted. Bills cannot be older than 1990.
- by credit card billed in Euro (Mastercard or Visa only). The credit card holder has to be present.

Fees are waived for

- children under the age of 6 years
- spouses and minor children of EU-citizens
- parents of EU minors

Please include the marriage or birth certificate in original as well as a certified copy of the spouse's or child's EU-passport.

## Processing time

The processing time can take from three up to thirty working days in individual cases. Passports may be picked up during the opening hours of the visa section. For a pick-up by a third party, please ensure that the bearer has a signed and dated authorisation from you. In order to have the passport delivered, please submit a signed "Declaration of Waiver and Hold Harmless" (annex 1) with your visa application. The Embassy will have it sent to your Jamaican address C.O.D. by inland courier. Residents of the Cayman Islands and the Turks and Caicos Islands are kindly asked to leave a passport copy with the Embassy and may send their passport together with a prepaid Air Way Bill for a courier service of their choice in case they wish to return to their place of residence before their visa application has been processed.

The applicant is obliged to provide all information to the best of his/her knowledge and belief. If he/she knowingly furnishes false or incomplete information and/or provides false or falsified documents, the visa application will be refused.