



## IEEE REGION 8 STUDENT AND YOUNG PROFESSIONAL CONGRESS 2016 REGENSBURG

### INFORMATION ABOUT VISA APPLICATION

Every participant, who is not an EU citizen, requires a visa to enter Germany. If you are not sure whether you need a visa, please check it at [http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html).

**For all further steps it is necessary that you have completed the registration including all necessary payments. After that we will send you a Confirmation Letter which has to be provided to the German mission together with the filled out visa application by yourself.**

Signing up for a Schengen visa is possible in several ways:

1. You can fill out the application form online at <https://videx.diplo.de/videx/?1>. Afterwards you have to decide to print it or to use a barcode for signing in the file at your mission.
2. You can download the application form as a pdf at the homepage [http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html) of foreign affairs of Germany, after filling it out it has to be handed to the German mission.
3. You can get the form at the German mission in your language and fill it out there.

**The first possibility with online application and barcode is the fastest way to get a response from the mission, please use this one if possible. Additionally we provide more information on how to fill out the form on the next page.**

4. Once you completed the visa application, you have to bring it together with the confirmation letter to your representative German mission. It can be found here: [http://www.auswaertigesamt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-ZLaenderauswahlseite\\_node.html](http://www.auswaertigesamt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-ZLaenderauswahlseite_node.html)

**Usually the visa costs 60 €. There may be discounts if you meet certain requirements which can be found at <http://www.auswaertigesamt.de/cae/servlet/contentblob/480896/publicationFile/209204/Gebuehrenmerkbblatt.pdf>.**



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## INFORMATION ABOUT VISA APPLICATION

### Information about the visa application form

While filling out the form you will be asked for the purpose of your trip to Germany and also the duration of your stay. Below we provide an example for this part of the form. Note that you have to change the arrival and departure dates if you book additional nights.

#### Travel data

Main purpose(s) of the journey:			If other please specify:
11 - Study	02 - Cultural	01 - Business	
Member State(s) of destination:			State of first entry:
DEU - Germany	-- Please select --	-- Please select --	DEU - Germany
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:
2016-08-17	2016-08-21	5	single entry
Schengen visas issued during the past three years:	Valid from:	Valid until:	
<input type="radio"/> Yes <input type="radio"/> No			

Another crucial point in the form is **Reference** you need to specify that there is no reference person nor organisation.

#### Reference

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:	

**In case you have further questions regarding the visa application please look into our FAQ at <https://syp-regensburg.de/faq.html> or contact us via [contact@syp-regensburg.de](mailto:contact@syp-regensburg.de).**