

**Visa Application Desk**  
**of the Embassy of the Federal Republic of Germany,**  
**Mehmet Akif Caddesi 29, Lefkoşa - Köşklüçiftlik**  
**(on the premises of the British High Commission)**

Office hours: Tuesday, Wednesday and Thursday from 09.00h – 14.00h, Friday: 13-00 – 14.00 h.

More information and also our holidays you will find on our website: [www.nikosia.diplo.de](http://www.nikosia.diplo.de)

In our office applicants may apply for a Schengen visa, if the main destination is Germany, Belgium, Denmark, Iceland, Luxemburg, the Netherlands or Norway:

Applications can only be accepted after an appointment has been made. Please book your appointment in due time. The visa procedure takes 20 working days (4 weeks), therefore you will need to apply six to eight weeks before your intended trip.

You can book your appointment at [www.nikosia.diplo.de/appointments](http://www.nikosia.diplo.de/appointments)

**VISA FEES:**

The fees for all Schengen visas are as follows and must be **paid in Euro and cash.**

Euro 90.00 for applicants aged 12 and older

Euro 45.00 for children ages 6-12 years

Children under the age of six are exempted from any visa fee.

Euro 35.00 for passport holders of the following countries: Ukraine, Belarus, Moldavia, Bosnia and Hercegovina, Serbia, Montenegro, Georgia, Azerbaijan and Armenia.

**INFORMATION and VISA REQUIREMENTS for Short-Stay Schengen Visa**  
**(Tourist or Business, up to 90 days)**

**All applicants** have to appear in person and hand in a completed application form. Please use **ONLY** our **online application form: VIDEX.DIPLO.DE** (in German or English language only, **NOT Turkish language!** The Turkish characters cannot be read by the system.)

**Some documents** have to be provided

- **in original and with one black-and-white copy**
- **with translation**, if they are not in German or English language

**It will be mentioned with the relevant documents.**

The Embassy must ensure that the following requirements have been met in each individual case:

1. The purpose of the trip to your country of destination must be plausible and comprehensible.
2. The applicant must be in a position to finance his/her living and travel costs from his/her own funds or income.
3. The visa holder must be prepared to leave the Schengen area before the visa expires.
4. Documentary evidence must be provided of travel health insurance with a minimum coverage of 30,000 euros valid for the entire Schengen area.

**Therefore, the following documents should be submitted in the prescribed order (please remember one copy where it is mentioned):**

E-Mail: [info@nikosia.diplo.de](mailto:info@nikosia.diplo.de)  
Tel: 227 5161  
Fax: 228 7054

Telephone hours: 8.00h– 9.00h and 14.00h – 15.00h

- Application form (only online version from videx.diplo.de can be accepted)
- Passport including residence permit or TRNC ID + Schengen-, UK-, or US visa (plus copy)
- One recent photograph (full frontal picture, light background, size of the photo 45mm x 35mm, size of face within min. 34 mm, no tinted glasses)
- Flight reservation
- Travel Health Insurance for Schengen Countries (the validity date must exceed the return date for at least one day) with copy
- Hotel reservation
- or Invitation of the person you want to visit in your country of destination (with translation)
- or Formal Declaration according to Section 66-68 Alien`s Act (“Verpflichtungserklärung”)
- or Proof of your business relations / talks / visits in your destination country (with translation)
- Letter from your employer including information of your salary (with translation).
- List of social security payments
- Bank statements of the last six months with date, stamp and name/signature
- Title deed or rental contract (with copy)
- Residence certification (“Ikametgah belgesi”)
- „Conviction Record Certificate“ + Entry/Exit document from the TRNC Police Headquarter
- If you are married: NKÖ or marriage certificate, for children: birth certificate (with copy)
- All other documents you would like to submit

For students:

- Student certificate + results of studies in Cyprus of the past semesters (transcript) + Student-ID (with copy)

Please note:

Additional documents may be required. Submitting a complete application does not guarantee a visa.

Minors (children under 18 years of age) must submit their birth certificate, written consent of both parents or of other persons having the care or custody of the minor. If those persons are not living in Cyprus, they should send the written consent with their certified signature, done by an EU-Embassy or Consulate in their country of residence.

Important notice: Once the visa has been issued or after having arrived in the Schengen territory, the purpose of the journey may not be altered.

If your purpose of stay is any other than tourism or business (for example: work) please contact the relevant Embassy to find out about the requirements for the appropriate visa.