

**Necessary documents for applying for a long-term (national) visa for a research stay of more than 90 days for non-Turkish citizens; also contains information for the visa applications of family members (last updated: December 2022)**

**Please print out this information sheet, cross off the documents you have prepared and bring the information sheet with you to your application.**

You can find all information on that in the general information sheet on national visa on the homepage of the German foreign missions in Turkey: <https://tuerkei.diplo.de/tr-de/service/05-VisaEinreise/-/2170670>

### **How does the application procedure work?**

Please come on time and in person to your appointment. Each family member applying for a visa must be there in person. Please bring all your documents with you. The staff at the visa section will accept your application documents and the fee, ask you questions about the planned stay and record your fingerprints. The staff speaks Turkish, Arabic, German or English. If you do not speak any of these languages very well, you must bring an interpreter with you. Please note that close family members (spouse, children) are not accepted as interpreters.

### **What documents do I need?**

- 2 x completely filled in application forms: You can print out the application form here: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node?openAccordionId=item-231156-6-panel>  
Alternatively you can use an online form and print it out from here: <https://videx-national.diplo.de/>  
From the age of 18, you sign the form yourself; in the case of children, the parent or legal guardian sign it.
- Visa fee: You pay the visa fee at the visa section in cash. Change cannot be given. The fee is usually 75,00 Euro; for children from 0 to 17 years: usually 40,00 Euro.
- Valid passport and 2 copies of the passport data page(s) (page with your photo and validity dates) for each family member
- If available: Turkish residence permit
- Two passport photos for each applicant: The photos must be biometric and not older than 6 months. They must be 35 x 45 millimetres. You can find more information on biometric photos here: <https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.html>

**Please also bring the documents listed below (original version and 2 copies). Please ensure the copies are legible.**

**Please bring German translations of all foreign language documents. Only English language documents do not need to be translated.**

**Please note that foreign documents must be presented in the form required by the country in which the document was drawn up, e.g. legalized. You will find detailed information on this in the general information sheet on national visa on the homepage of the German foreign missions in Turkey: <https://tuerkei.diplo.de/tr-de/service/05-VisaEinreise/-/2170670>  
Documents from German authorities will be accepted without further formality.**

**Turkish documents are accepted without further formality if they are presented in the international form (e.g. Formül B for marriage certificates, Formül A for birth certificates).**

For the person who will work in Germany:

- Signed research agreement or relevant contract with a German research institute
- Proof of doctoral degree or university degree that allows access to doctorate programmes
- If you are still studying: Student certificate from the university
- Proof of funds for the stay:
  - Indication of the gross salary in the research agreement or contract
  - or
  - Scholarship grant for at least 947 euros per month
  - or
  - Proof of self-funding for the stay:  
Currently you must have at least 947 euros per month at your disposal. The following options are available to you:
    - Payment of a security deposit into a blocked account in Germany:  
<https://tuerkei.diplo.de/blob/2501486/9e2e85aa3b3b8090fc23bf40c1665304/25-sperrkonto--ab-12-21--data.pdf>
    - or
    - Formal obligation (“Verpflichtungserklärung”) in accordance with §§ 66-68 of the Residence Act which has been submitted to a German aliens authority. The declaration of commitment must contain the note "solvency proven" and the indication of the purpose of residence
- Proof of adequate health insurance cover

- If family members also apply: Extract from the civil status register of your home country in the relevant form, e.g. legalised; information on this can be found on the homepage of the German mission abroad in the respective country

For your spouse:

- Marriage certificate
- If applicable: Extract from the civil status register of the home country
- For previous marriages that were dissolved by divorce: Complete divorce decree of the last marriage of both spouses with a legal force note; if applicable, recognition for the German legal system; If a former spouse has passed away: death certificate of former spouse
- Health insurance until admission to the family insurance

For your minor children:

- Birth certificate
- If applicable: court decision on custody (e.g. in divorce decree)
- If a parent with joint custody remains abroad: notarized declaration of consent to the child's permanent residence in Germany with translation into German
- Health insurance until admission to the family insurance

***The submission of complete documents does not constitute a claim to the issue of a visa, but enables the visa office to check the legal requirements. In individual cases, further documents not mentioned on the information sheets may also be required. You will be informed about this after the application has been submitted and will be given a reasonable period of time to submit them.***

***Detailed information on the procedure, in particular on the further course of the procedure, the regular processing times and the form of the documents to be submitted can be found on the detailed information sheet for national visa applications by non-Turkish nationals on our website: <https://tuerkei.diplo.de/tr-de/service/05-VisaEinreise/-/2170670>***