



<u>Airport Transit Visa Checklist</u>		yes	no	n/a
<i>Please note, that an airport transit visa will permit you to stay in the international transit area of the airport (Germany: Frankfurt, Munich, Hamburg, Düsseldorf, Berlin-Tegel and Köln-Bonn) only. You may not leave the airport or change terminals. This visa will allow one stopover only on each route (outward and return trip).</i>				
1)	Application Form (one per applicant perfected with full names, no initials)			
2)	Two recent <u>biometric</u> passport photographs (3,5 x 4,5 cm, full face on white background, one attached to the application)			
3)	Fee of 90 EUR to be paid in LKR (children below the age of six are free, six to below 12 pay 45 EUR)			
4)	Current and (if any) previous passports - Current passport must be valid for at least 3 months beyond the intended stay. - Surname and names should be entirely spelled. No initials. - A copy of the bio page and amendment page should be annexed to the application form. - Passport shall contain at least two blank pages.			
5)	Visa of Country of Final Destination (a copy should be annexed)			
6)	Travel itinerary			
7)	Children: Letter of consent of both parents or legal guardian with birth certificate and copies of parents' passports or District Court appointment decree. Both parents or the legal guardian should appear in person for the interview. Application forms must be signed by both parents/legal guardian. A child over 16 years of age should also sign the application form. In case a parent has passed away, the death certificate plus a copy thereof needs to be submitted			
8)	Other/Voluntarily submitted documents (recommended for first time travellers) such explanatory documents, further proof of will to return, etc.			

Please note:

- It is recommended to apply as early as possible. The application can be lodged up to 6 months before the planned trip.
- The standard processing time for the decision on visa applications is 15 calendar days. If in individual cases an extended review is carried out, the processing time may be extended to 45 calendar days. The application should be submitted at least 15 calendar days before the planned trip.
- Documents should be sorted according to this list.
- All documents should be attached to the visa application in copy.
- Original documents should be submitted, too. They will be returned with the passport.
- Documents in Sinhala and Tamil must be presented with an official English or German translation.
- In addition to the above mentioned documents the Embassy may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof their case and therefore are advised to submit only complete applications. Incomplete applications may be refused.
- False statements in the visa process will lead to the rejection of the application.

- Please turn over-

VAC official to select as appropriate:

- The intended date of departure is in less than 15 calendar days. The applicant has been informed that the processing time may be of up to 15 calendar days. Nevertheless the applicant insisted on lodging the application. He was informed that the final decision might be taken after the intended date of departure.
-
- The applicant has confirmed that he/she has no documents to submit other than those listed above
- The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless. The following documentation is missing/incomplete:

Place, date

Signature VAC official

Signature of applicant *

* signature and organisation/relationship to the applicant, in case of authorised third party handing in the documents