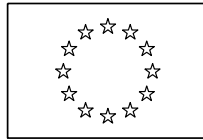




Embassy
of the Federal Republic of Germany
Singapore



**Embassy of the Federal
Republic of Germany**
Singapore Land Tower, #12-00
50 Raffles Place
Singapore 048623
Tel: +65 6533 6002
Fax: +65 6533 1132
Email: visa@sing.diplo.de
www.sing.diplo.de

Visa for Domestic Helper

If you are a domestic helper in Singapore and planning to travel to Germany or Portugal as a tourist or visitor, you can apply for a Schengen visa at the German Visa Application Centre:

VFS Global Visa Application Centre (79 Anson Road #15-02, Singapore 079906).

An **appointment is required** for submission of application (www.vfsglobal.de/germany/Singapore).

As a general rule, only domestic helpers accompanied by their current employer on their trip to the Schengen area are taken into consideration. Domestic employers must have been employed by their current employer for at least one year prior to the visa application.

Kindly note that the application **cannot be submitted earlier than 3 months before** the travel date.

The visa only applies for a short term stay as a tourist or visitor and does not entitle to work in Germany.

Please make sure to submit all the documents on the list **with 1 copy** when you show up for your appointment. Applications with missing documents cannot be accepted.

Please note that the application has to be submitted **personally**, unless biometric data has already been taken in the last 59 months.

Processing time: The average time for a visa application is **5 working days**, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Fees: the Visa fee of the Embassy is equivalent of EUR 60.00 in SGD, for children EUR 35.00 in SGD. Additionally, VFS charges a service fee of EUR 30.00 in SGD

		check
1.	One application form duly completed and signed. 1 photograph according to biometric specifications, no more than 6-months old, 35–40mm in width, white background.	
2.	Original passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and was issued within the last 10 years. Please provide a photocopy of the passport data page, and –if applicable- previous Schengen visas within last 3 years and valid USA/UK visas if available.	
3.	Proof of legal residence in Singapore , valid for at least 3 months beyond the intended date of departure from the Schengen territory. Original plus 1 photocopy back and front of the work permit plus a printout of the current Singaporean work permit validity (no QR code)	

4.	<p>Signed Guarantee letter (Verpflichtungserklärung - can be found on https://singapur.diplo.de/sq-de/service/05-VisaEinreise/-/1225222?openAccordionId=item-1435008-3-panel from the employer undertaking all travel expenses incurred by the helper and letter from employer explaining why it is necessary for the helper to travel along.</p> <p>To sign the guarantee letter in the Embassy, your employer must provide a copy of the bank statements from a local account for the last 3 months. It should be a proper bank statement on the bank letterhead with name of the account holder. Online transaction records without account holder's names and not on bank letter head are <u>not</u> accepted.</p>	
5.	Photocopy of the employer's passport (including the signature page) and air ticket copy.	
6.	Work Contract – original plus one photocopy	
7.	A flight reservation or printout of your and your employers flight itinerary.	
8.	A travel itinerary including hotel/apartment reservation for the entire trip in the Schengen area. If staying at a private address or home of employer, please provide invitation letter.	
9.	<p>Schengen travel/medical insurance with following coverage:</p> <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30,000; • Valid for the entire Schengen area • Valid for the entire duration of stay in the Schengen area. <p>The above must be mentioned on the insurance policy submitted, together with the name of the insured party. It is a requirement that claims against the insurance company are recoverable in a Member State. <i>Kindly note that insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area</i></p>	

Further documentation may be requested in each individual case.