



December 2017

## Information on National Visas

As a rule, all foreigners require visas for stays of more than three months or stays leading to gainful employment. Exemptions apply to EU and EEA (European Economic Area) citizens and Swiss nationals. Furthermore, citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea and the United States of America may obtain any residence permit that may be required after entering Germany. Citizens of all other countries who intend to come to Germany for such a stay must apply for visas before arriving in the country. Visa applications must be approved by the relevant aliens authority in Germany, i.e. the aliens authority in the place where the applicant intends to take up residence.

Only residents of the Kingdom of Cambodia may apply for visas at the German Embassy in Phnom Penh.

### Visa Application

The application **must** be submitted in person. For documents that are to be submitted with the application forms, please refer to the list of requirements for each visa category below. Minor applicants must present their birth certificates and if the applicant is less than 16 years old they must have the written consent of their parents/legal guardians.

**Visa Fees:** The current fee for a German national visa is 75,- EUR. Exemptions may be possible. Please note that visa fees, payable in USD, will have to be settled in cash upon application and are non-refundable.

**Visa Office Hours** are Monday, Wednesday and Friday, 08.30 a.m. until 11.30 a.m.. Applications can only be submitted after having scheduled an appointment through the appointment system on the website.

### Requirements for Student Visas

There are two different types of visas for students:

1. **Student Visa** - for those who have applied for a course at a university and have received an acknowledgement of their application.
2. **Language Course Visa** - for those only wanting to do a language course in Germany. NB: A Language Course Visa cannot be converted into a Student Visa in Germany. So if you want to do a course at a German university immediately after your language course, apply *now* for a Student Visa (these may cover both the language course and the university course).

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Otherwise you will have to return to Cambodia after the language course is finished and apply again.

In addition to the general requirements, the **originals as well as 2 photocopies** of the following documents (items 2-9) must be provided :

1. Two completed application forms and 3 recent biometric passport photographs
2. Passport or travel document, valid for at least 6 months
3. Letter of admission from a German university, Confirmation of language class registration
4. certificates of school examinations qualifying you to study at a university (or equivalent) in Germany, confirmation letter of the competent German authorities (Zeugnis- und Anerkennungsstelle)
5. certificates of university examinations, Student Identification Card etc. (if applicable)
6. certificates showing your level of ability in German or confirmation that you have registered for an intensive German language course in Germany (at least 20 hours a week). Please note that proof of German language proficiency is required if course language (even partly) is German
7. Financial proof for your entire period of studies in Germany, such as your scholarship award, a recent bank book, a recent bank statement or fixed deposit statement, financial guarantee from parents, supported by appropriate proof or an official sponsorship letter "Verpflichtungserklärung" (please reckon expenses of € 659,- per month)
8. Employer's leave letter (if applicable)
9. Proof of health insurance
10. Motivation letter explaining the reasons for your studies/language course

All documents must be presented in English or German. Further documents may be requested in individual cases.

**Processing Time:** Student Visas shall generally be processed in 4 to 6 weeks.

### **Requirements for Visas for guest scientists or visiting scholars**

To apply for a visa to conduct research or post-doctoral studies in Germany for more than 90 days, please submit the following documents in original and two photocopies:

1. Two completed application forms and 3 recent biometric passport photographs
2. Passport or travel document, valid for at least 6 months
  - Invitation letter from the German university or research organisation with details regarding length of stay and activity to be pursued;
  - Accompanying letter of the Cambodian organisation/employer or academic qualifications;
  - Scholarship/fellowship award letter (if applicable) or financial proof for your entire stay in Germany, such as your scholarship award, a recent bank book, a recent bank statement or fixed deposit statement (please reckon expenses of € 659,- per month)

All documents must be presented in English or German. Further documents may be requested in individual cases.

If you are planning a short stay research project of up to 90 days, please submit one short-term visa application form and one set of documents accordingly, plus proof of valid medical insurance.

**Processing Time:** Applications for research or post-doctoral studies shall generally be processed in 3 to 4 weeks.

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## Requirements for Family Reunion Visas

In addition to the general requirements listed below, the **originals as well as 2 photocopies** of the following documents (items 2-3) must be provided. All **Khmer** documents must be presented with a translation into **German**. Further documents might be requested in individual cases:

1. Two completed application forms and 3 recent biometric passport photographs
2. Your passport or travel document valid for at least 6 months. Other than Cambodian passport holders, please provide your Cambodian residence permit
3. Family Reunion Visa

Please note that Cambodian birth certificates and documents on your civil status are no longer legalised by this Embassy. It might therefore be necessary to conduct a verification process when you apply for a family reunion visa. You will need to submit the following:

- your birth and marriage certificate in the original plus certified translation plus 2 copies each
- if applicable your marriage certificates and divorce decrees from previous marriages plus certified translation in the original plus 2 copies each
- complete names, address and contact details of five reference persons in Cambodia

All original documents will be returned to you as soon as the verification process is completed. The costs of the verification amount to approximately 100,- EUR per document. All costs have to be borne by the applicant. All payments are to be made in cash in USD at the Embassy.

3.1 If you wish to join your spouse presently residing in Germany, please provide your birth certificate, family book, marriage certificate, a copy of your spouse's German passport /German residence permit and proof of your spouse's visits in Cambodia and means of subsistence.

### 3.2 Marriage Visa

If you wish to get married in Germany, please provide a letter of the German registrar's office about the registration of your intended marriage, an invitation of your fiancé/-e stating the address where you want to reside together, a copy of your fiancé/e's German residence permit/German passport.

### Proof of Knowledge of the German Language (applicable to 3.1 and 3.2)

Please note that in accordance with the reform of the Residence Act as of 28 August 2007 foreign spouses/partners wishing to move to Germany must provide evidence of a basic command of German when they apply for their visa. The reason for this is that from the outset they should be able to make themselves understood in simple German and to be able to take part in everyday life. The aim of the new legal regulation is intended to help spouses when starting their integration courses and also with integrating into German society.

For this purpose, a certificate (skill level A1) issued by an institute certified by the Association of Language Testers in Europe (ALTE) and with home based staff in

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their Cambodian office is required. In Cambodia, this certificate can be obtained at the German Center at Meta House Phnom Penh:  
<http://www.germanclassesphnompenh.com>.

### 3.3 Family reunion to a German child

Please provide your birth certificate, family book, birth certificate of the child, proof of German nationality of the child (German passport of the child, if applicable: acknowledgement of paternity and/or marriage certificate), proof of custody for the child.

### 3.4 Family reunion to foreign parent/-s in Germany

If a minor / child wishes to join its parent/-s to reside in Germany, please provide the birth certificate, parent/s' German residence permit, proof of custody for the child and proof of means of subsistence. Please note that for the determination of the child's age the date of the submission of the application is applicable.

**Processing Time:** In general, visa processing procedures should not exceed 12 weeks but could vary in individual cases.

## **Requirements for Work Visas or other Long Term Visas**

In addition to the general requirements listed below, the **originals as well as 2 photocopies** of the following documents (items 2-5) must be provided. All documents must be presented in **English or German**. Further documents might be requested in individual cases:

1. Two completed application forms and 3 recent biometric passport photographs
2. Your passport or travel document valid for at least 6 months. Other than Cambodian passport holders, please provide your Cambodian stay permit.
3. If you wish to take up any kind of employment in Germany, irrespective of the intended duration of your stay, please provide your work contract and proof of previous professional experience or studies.  
If you wish to take up employment as a cook in Germany, please provide a proof for your minimum 3 year formal training including a successful examination or a proof of at least 6 years working experience as a cook.
1. If you wish to take up a professional training of longer than 3 months in Germany, please provide your contract with the German company and a detailed training program along with a letter of invitation from the German company.
2. If you wish to visit a relative or friend in Germany and you intend to stay for more than 90 days, please provide a letter of invitation/sponsorship paper, proof of means of subsistence and a copy of your relative's or friend's German passport / residence permit.

**Processing Time:** In general, visa processing procedures should not exceed 10 weeks but could vary in individual cases.

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