

INFORMATION FOR ALL APPLICANTS FOR NATIONAL VISA
(as of January 2014)

All persons applying for a national visa have to present the following documents. For further remarks and requirements, please refer to the information provided for your specific type of visa.

Which documents are required?

- x a valid passport signed by the applicant which was issued in the past 10 years. The validity of the passport must exceed the time period of the requested visa by a minimum of three months and must have a minimum of three blank pages;
- x 2 copies of the datapage of your passport;
- x 2 application forms (named: „Aufenthaltsgenehmigung“) completed and signed in German and English. Please write down your e-mail-address and mobile phone number on the last page;
- x an Advisory declaration signed by the applicant (form "advisory/Belehrung") plus 1 copy
- x 3 identical color passport photographs (not older than 3 months) - please write down your full name on the back of the pictures;
- x original proof of health/medical insurance for validity of the visa (at least the first three months of your stay) plus 1 copy. Has to be presented latest when picking up your visa. In case visa and passport are sent to you via courier service, please send or hand in your original insurance documents.
- x a signed liability waiver in case of delivery by courier service

How do I apply ?

An application is only possible with an appointment. Please use the online appointment-system on our website at www.taipei.diplo.de. Name and passport number stated in the online appointment form must match with the passport presented at the appointment (no aliases). Your application can otherwise not be accepted.

Please make sure that you apply in advance! In the summer months from May to September you might be required to wait several weeks for an appointment (up to two months).

Complete the application form fully. Incomplete application forms will be returned immediately without charging a fee and a new appointment must be made.

The application has to be made in person. Please submit all necessary documents **completely**. Incomplete applications cannot be accepted and a new appointment has to be arranged.

The German Institute Taipei is responsible for visa applications from applicants who have their permanent residence in the Republic of China (Taiwan). „Residence“ means permanent - not under circumstances which indicate that the stay is of temporary nature. Usually this is the center of life of work and life

How much is the fee for handling my application?

60,00 EURO, payable in NT\$ (New Taiwan Dollar) at the time of application.

In case of refusal or withdrawal of the visa application, the paid visa fee will **not be refunded**.

All fees can be paid by cash or up to max.€ 1,000 by credit card (Visa, Mastercard or American Express). Before handing over your application form, please advise that you would like to pay by credit card. If the applicant is not the holder of the credit card, an ID card or passport of credit card holder is necessary. The German Institute indicates that no appeal to a pre-made credit card payment is possible. As credit card payments are handled in Germany, German credit cards are excluded of extra fees. Non-German credit cards might be charged for overseas use.

What happens after I have handed in my application form?

In most cases, your application will be send by the German Institute to the competent local alien authority in Germany at your intended place of stay. A decision can only be taken after this local alien authority has responded regarding your application. Further documents could be requested in individual cases. The German Institute would contact you in case additional documents are necessary.

Information or inquiries will not be answered via the telephone due to data protection issues. The German Institute will notify you if the application process has been completed or additional documents are required.

How do I get my passport back after the visa application procedure?

Passports can be picked up every Monday and Wednesday between 13.30 - 14.30 h. Without a receipt of the visa application the passport cannot be returned. The barcode on the receipt also includes your application number.

For an additional fee, a courier service can be used to have the passport sent to your address by request. If you require such a service, please fill out the Risk Disclosure Statement upon submitting your application process.

Further notice:

Please apply for the correct type of visa which corresponds with your intended purpose of residence. Otherwise, you will be required to leave Germany, return to Taiwan and apply for a new visa.

All required application forms are available free of charge.

Liability Waiver

All information stated in this information leaflet are based on the knowledge and the experience of the German Institute at the time of issuing this document. Legal rights cannot be derived from this information leaflet.