



## SCHENGEN VISAS

### **Following are the requirements for a short-term visa with a stay for up to 90 days**

for residents of Jamaica with **Estonia, Finland, Germany, Iceland or Italy** as their **main** destination and for residents of the Cayman Islands and Turks & Caicos Islands **with Germany** as their **main** destination.

### **Where and how to apply**

Your visa application must be submitted in person. You are required to book an online visa appointment, which may be scheduled **at earliest 6 months (for seamen 9 months) in advance of your travel date** and latest 15 days before to your planned travel date to ensure sufficient time for processing. **Please schedule your appointment free of charge [here](#).**

Once you have made the visa appointment, you will receive an automatically generated email, confirming the date and time of your appointment. **Please note that your appointment will be cancelled if you miss your assigned slot.**

### **Required documentation**

Only complete applications with **original** documents and a copy of all original documents (in cases, where originals are to be returned to the applicant) can be accepted and **the Embassy reserves the right to ask for additional supporting documents and/or information.**

All documents submitted in Estonian, Finnish, Icelandic or Italian **must be submitted together with a translation in German or in English** by an officially recognized translator.

Submitting a complete application file does not automatically mean that the visa will be granted. Each applicant has to furnish his/her own complete application file with all relevant documents.

### **Required documents:**

- One completed and signed visa application form. Please find the relevant form [here](#).
- Valid passport. The passport has to be issued within the previous ten years and has to have at least two empty pages available. The passport must be valid for at least three months longer than the intended stay in the Schengen territory. Please include previous passports, either valid or cancelled. Where applicable, submit work / residence permit that is valid at least until your return to your place of residence.
- a copy of previously issued Schengen visas, including the pages with the entry and exit stamps from the Schengen area
- Two (2) recent and biometric passport size photographs. Please do not attach to the application form and check the requirements for photographs [here](#).
- Travel health insurance with Schengen-wide coverage for medical, emergency and repatriation expenses. The minimum coverage has to be at least 30,000 € and your insurance has to have a representative office in one of the Schengen states. Upfront coverage with minimal deductible is required.  
**IF you already have adequate travel health insurance, please present a confirmation letter from your health insurance provider.**
- a signed and stamped job letter stating your position, hiring date, income, **exact approved leave dates** or purpose of travel if you are going on business. If you are self-employed, please present a copy of the registration certificate of your business (certificate of incorporation, articles of memorandum). If you are a student, please include a status letter from the school or university confirming your attendance and - **if you plan to travel outside of school holidays** - approved leave from the school.
- a statement letter from your bank, stating exact figures and the account balance from the previous **three months**
- a confirmed flight itinerary. **Please do not purchase a ticket before the visa is actually granted!**

Address:

10 Waterloo Road  
Kingston 10  
Jamaica W.I.

Mail:

P.O.Box 444  
Kingston 10  
Jamaica W.I.

Telephone:

++1 876 926 6728/9    ++1 876 620 5457  
++1 876 631 7935/6  
**consular phone hours:**  
Mo & Fr: 7:30 am – 8:30 am  
Wed & Th: 12:00 pm – 1:00 pm

Fax:

[info@kingston.diplo.de](mailto:info@kingston.diplo.de)

[www.kingston.diplo.de](http://www.kingston.diplo.de)

Opening hours:

Monday - Friday  
8.30 a.m. - 11.30 a.m.

## Additional documents for specific cases

### If your travel is sponsored:

- **for destination to Germany:**  
**The original plus 1 photocopy of a Formal Obligation (“*Verpflichtungserklärung*”) together with a copy of the signed Information about use of Data (“*Belehrung*”) from the person inviting you as well as a copy of the host's passport and where applicable, the host's valid resident permit for Germany.**  
The Formal Obligation has to be obtained from the alien authority in the city of residence of the host in Germany. If the host/sponsor resides outside of Germany, the Formal Obligation has to be obtained from the relevant German Embassy in that country (for details please contact the relevant Embassy directly.)
- **for destination to Estonia, Finland, Iceland and Italy:**  
The signed invitation letter or, **if applicable**, the formal obligation of your host in the destination country. Please also include current bank statements and a **certified copy of the passport** of your host and if applicable, his/her valid **resident permit** in Estonia, Finland, Iceland or Italy.

### If your travel is NOT sponsored:

- an informal invitation letter and the passport copy of your host and where applicable, his/her valid resident permit for the destination country Estonia, Finland, Germany, Iceland or Italy.

### For minors (under the age of 18 years):

- original birth certificate + one photocopy
- a certified Declaration of Consent signed by the non-accompanying parent as he/she appears on the birth certificate PLUS a certified copy of the parent's valid picture-ID. The declaration of consent of the non-accompanying parent must indicate that he/she gives full consent to the other parent to sign all documentation related to the visa application for the child (with all names mentioned) as well as for the child to travel during the dates indicated.

### For tourists:

- complete travel, tour or cruise itinerary **showing all dates and destinations**
- complete hotel or cruise reservations **for the entire trip**

### For business trips:

- the original invitation letter from the company in Estonia, Finland, Germany, Iceland or Italy stating the exact name of the person(s) being invited and must include the purpose of the trip and the intended length of stay. It must also be clearly stated who will cover the costs of flight, board and accommodation
- If your business trip is **not sponsored** by the Estonian, Finnish, German, Icelandic or Italian side, you will also need to present:
  - a confirmation from your local employer stating that all the costs are being covered by the company
  - a recent letter from the employer's bank, stating exact figures and account balances from the previous three months

## Visa Fees

Visa fees are **non-refundable** and **payable ONLY**

- **in US-Dollars cash** according to the exchange rate of the Embassy **OR**
- **by credit card** which is billed in Euros (Mastercard or Visa only) and **the credit card holder has to be present.**

Visa fees are calculated from €90.00 for applicants who are 12 years or older and €45 for children 6 - 11 years of age.

**Visa Fees are waived** for children under the age of 6 years, spouses and children of German or other EU-citizens and parents of German or other EU minors. In these cases, please include a copy of the marriage or birth certificate and the German or EU-passport of the relevant person.

## Processing time & Collection of passport

Processing time is approximately fifteen (15) working days on average but may be up to a maximum of forty-five (45) working days in individual cases.

Passports may be collected during the opening hours of the visa section (**Monday to Friday 8:30am -11:30am**). For pick-up **by a third party**, please ensure that the bearer has a signed and dated authorisation note from the applicant.

In order to have the passport **delivered to you by courier**, please sign and submit the form: “Declaration of Waiver and Hold Harmless”, which you can get at your appointment and can be completed when you apply.

**Residents of the Cayman Islands and the Turks and Caicos Islands** are kindly asked to leave a passport copy with the Embassy and may send back their passport together with a pre-paid Air Waybill from a courier service of their choice, in the case that they wish to return to their place of residence before their visa application has been processed.

**The applicant is obliged to provide all information to the best of his/her knowledge and belief. If he/she knowingly furnishes false or incomplete information and/or provides false or falsified documents, the visa application will be refused.**

Address:	Mail:	Telephone:	Fax:	<a href="mailto:info@kingston.diplo.de">info@kingston.diplo.de</a>	Opening hours:
10 Waterloo Road Kingston 10 Jamaica W.I.	P.O.Box 444 Kingston 10 Jamaica W.I.	+1 876 926 6728/9 +1 876 631 7935/6	+1 876 620 5457	<a href="http://www.kingston.diplo.de">www.kingston.diplo.de</a>	Monday - Friday 8.30 a.m. - 11.30 a.m.
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