VIDEX Quick Guide

Avoid the Most Common Mistakes When Filling Your Germany Visa Application

This quick guide covers the mistakes we see most often. A few minutes of preparation will save you significant time at the VFS Application Centre.

Before You Start

Have these ready before you open the VIDEX form:

- ✓ Your passport (open to the biodata page)
- ✓ Hotel booking confirmation OR invitation letter from your host
- ✓ Your host's or hotel's full address and phone number in Germany (with +49 country code)
- ✓ Your travel dates (arrival and departure from the Schengen area)
- ✓ 20–30 minutes of uninterrupted time

Save feature:
You can save your application on your computer once you have entered at least the family name and date of birth. The application will be saved in the file on your computer that you have chosen as the designated storage space for all data downloaded from the internet. If you would like to save it in a different location, please choose one in your browser.

Top Mistakes to Avoid

1. Passport Dates

Copy dates exactly from your passport. Issue date must be in the past. Your passport must be valid for at least **3 months from your departure date from the Schengen area.**

2. "Issued By" Field

This is the authority that issued your passport - not the country. Copy it exactly from your passport biodata page.

- Chinese passport: Enter MPS (if issued by MPS Exit & Entry Administration) or NIA (if issued by National Immigration Administration PRC)
- Indian passport: REGIONAL PASSPORT OFFICE or PASSPORT OFFICE MUMBAI
- UAE passport: MINISTRY OF INTERIOR
- If your passport doesn't show this field, leave it blank in VIDEX

3. Personal details

- Enter your name exactly as shown in your passport - no titles (Mr, Mrs, Dr)
- Chinese applicants: Family name (e.g., WANG) goes in Surname. Given name (e.g., WEI) goes in First Name.
- Myanmar applicants: Please enter your name in both categories (Family name and First name)
- "Birth Name" is not your middle name. Only fill this in if your surname changed (e.g., after marriage). Otherwise leave it blank.
- Place of birth - the same as mentioned in your passport
- Parental authority (in case of minors)/legal guardian – please enter details of father in the first line, mother in the second line

4. German City Spelling

Always use German spelling for city names:

Correct	Wrong
München	Munich
Köln	Cologne
Nürnberg	Nuremberg
Düsseldorf	Dusseldorf
Frankfurt am Main	Frankfurt

If your keyboard does not have umlauts (ä, ü, ö), you can use the two-letter alternative: ae, ue, oe. For example: München → Muenchen, Köln → Koeln, Nürnberg → Nuernberg, Düsseldorf → Duesseldorf.

5. Phone Numbers / E-Mail

- Your own phone number: include your country code (+86, +91, +971, etc.). Enter your personal number and email address, not your travel agent's.
- Germany contacts: always include +49 before the number. Example: +49 30 12345678
- Provide a German reference phone number and email where available.

6. Accommodation

- Fill in only one type: Hotel OR Private Host OR Business in Germany. Do not fill in both hotel and host details.
- Use German spelling for city names in the address.
- If you exercise your right to freedom of movement; please provide an address in Germany

7. Travel Dates

- Arrival date = the day you first enter any Schengen country (not necessarily Germany).
- Departure date = the day you leave the Schengen area.
- Maximum stay for a short-stay Schengen visa (Type C): 90 days in any 180-day period.
- Member State of first entry: e.g. Flight Bangkok-Helsinki-Berlin → please enter Finland as your first entry
- Main travel destination(s): please enter Germany first and up to 2 more countries

8. Current occupation in country of residence

- In case you select: self-employed/no occupation/other professions - please specify in the next line (Employers name/name of educational establishment) your source of income

After Submission

✓ Print the completed VIDEX form including barcode and bring a copy to your VFS appointment.

✓ Review the printed form carefully before your appointment.

✓ Sign every page that has a signature field. Your signature must match your passport.

For the full step-by-step instructions, contact VFS call centre or ask at your VFS Application Centre.
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