

## Guide to using VIDEX for national visas (students)

### – Pilot project –

#### **Dear user!**

Welcome to the VIDEX online tool <https://videx-national.diplo.de> for entering the data you need in order to apply for a student visa. This tool is currently only available within the framework of a pilot project. The following guide will help you complete the application form.

#### **Technical requirements**

To use VIDEX, you need the following hardware and software:

- Desktop: Internet Explorer 8, Chrome 9, Firefox 4, 2011, Safari 6, or higher
- Mobile: Chrome, Safari, or Internet Explorer 10 or 11
- Adobe Acrobat Reader 10, Version 2015
- a printer.

#### **Mobile version**

VIDEX is also available as a mobile version that automatically appears when accessing the link on a mobile device.

#### **Preparation for filling in the application**

Please ensure that you have all the documents you need before starting to enter the data:

- your travel document, which should be valid for at least three months after the expiry of the entry visa applied for,
- further supporting documents, e.g. university acceptance letter,
- postal code and intended place of residence in Germany.

#### **Language selection**

Select your preferred language of the website in the top left-hand corner. You can easily change the language at any time. The data you have entered so far will be retained.

#### **General structure/validation**

The data to be entered is arranged in different sections. Mandatory fields are in bold type and marked with an \*. Depending on the data you enter, other mandatory information may be required or mandatory fields may become superfluous.

All mandatory fields must have been filled in before you can click on the “Continue” button to convert the form into a PDF file and print it out. The sections in which information still needs to be completed are indicated by the colour of the bar at the top of the page, as well as by the colour of the respective field. Fully completed information using the correct characters is displayed in green. Incomplete sections or sections that have yet to be completed are displayed in red. Fields containing errors are additionally marked with a warning sign.

#### **Permissible characters**

Please complete the application form in full in German and use Latin characters. Applications containing non-Latin characters cannot be saved or printed out. If you are unable to enter information in a mandatory field owing to your personal situation, please enter “N/A”.

In addition to the conventional Latin characters, the following characters may be used: ÄÖÜß' /- +.blank. Your email address must be entered in the correct format (e.g. [xyz@mail.de](mailto:xyz@mail.de)), otherwise the application form cannot be printed out.

### **Entering dates**

Please enter dates in the fields requiring them according to the Gregorian calendar in the following format: DD.MM.YYYY. Moreover, Latin characters (German/English) can be entered in date fields for which the specified format DD.MM.YYYY is not displayed. No automatic completion with dots is possible in these text fields.

### **Saving applications**

You can save the applications you have completed in the "Downloads" folder on your computer by clicking on the "Save" button. From there, you can move your file to another folder and use the "Import data" button to upload a previously saved file back into the online form.

The "Scan barcode" button is used by the external service provider or mission abroad to scan the data from the previously generated barcode so that any necessary changes to the information can still be made locally when the application is handed in.

A modified application must be reprinted and signed again.

### **Printing out the visa application**

To print out your application, click on the "Continue" button. A PDF file will be created containing:

- visa application,
- information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act,
- barcodes with the application data encrypted by VIDEX.

This PDF must be printed out twice, the application form and the information sheet must be signed by the applicant himself.

### **Finalising the visa application**

It is not possible to apply for a visa online. The application must be submitted in person to the competent mission abroad or to an external service provider commissioned by the mission abroad.

Please bring your printed and signed visa application, your signed statement pursuant to the Residence Act, your printed barcode and all other documents required for the visa application with you. You can find out which documents you need for your visa application on the website of your competent German mission abroad.

### **Your competent German mission abroad**

Your competent German mission abroad is the one responsible for the administrative district in which you customarily reside.