UN Youth Townhall Visa Application Guidance

For non-governmental applicants

Please find below a brief guide to apply to your Visa to attend the UN Youth Townhall in Heidelberg, Germany from the **8th to the 10th of December 2026**.

Please note that each applicant is responsible for applying for their own visa - after checking requirements in their country of residence. While the UN Youth Office will provide visa reference support where applicable, it is not responsible for, nor can it guarantee, the outcome of any visa application, as all visa decisions remain at the sole discretion of the relevant German authority.

To check whether you require visa to enter Germany, please visit this link.

Apply to your visa

- Depending on the country and location, visa applications may be submitted through an external designated visa processing center (e.g., VFS Global), the German Embassy, or the German Consulate, as applicable.
- In countries where there is no German Embassy or Consulate, visa applications may be processed by another Schengen State representing Germany.
- Applicants should submit their visa application through the German Embassy, Consulate, or designated visa processing center responsible for their country of legal residence.
- Applicants are encouraged to verify the specific requirements, including documentation and procedures applicable to their location before submitting their application.
- It is important to select **Cultural or Business Visa** under visa type.
    - *Do not apply under personal purposes such as tourist purposes*
- The visa application must specify the intended dates of entry into and departure from the Schengen Area, rather than the dates of the event.
- When asked for a reference please select “inviting organization” in the “Type of Reference” dropdown and include the details of your UN Youth Office Contact point.

Visa Fee(s)

- Please note that fees charged by external service providers, such as VFS Global, are generally not eligible for a waiver.
- However, the German visa fee payable to the Embassy or Consulate may be waived for youth under 35, subject to the applicable arrangements and the approval of the German authorities.
- Applicants should therefore be prepared to cover any service fees charged by external providers, even if the visa fee itself has been waived.

Appointment dates

- **Set an appointment date** with the relevant visa application center, embassy, or consulate.
- **If the earliest available appointment is after the date of the Townhall**, please proceed with booking it on the available date and notify the **UN Youth Office** team by email at **unyouthparticipation@un.org**, including your application reference number or tracking number for further follow-up and support with an expedited visa appointment.
- Under the Visa Code, diplomatic missions and consular posts have up to 15 calendar days to process visa applications, starting from the date on which the applicant is lodged with the visa section. In individual cases, processing may take up to 45 days. In addition, waiting times for appointments to submit visa applications could range from several weeks to several months.

Application Documents

Submit your application with the necessary documentation. Please note that only complete applications will be considered. The list below is not exhaustive, and applicants may be required to provide additional supporting documents as requested by the relevant German authority.

- Valid Passport – at 3 months beyond departure date from Germany, and with at least 2 blank pages.
- Two personal photos with white background (3.5*4.5 cm)
- Travel health insurance that covers Schengen and the duration of stay with a minimum coverage of EUR 30,000 (*this cost is to be covered by the participant*))
- Proof of invitation to the event: including the participant's full name, the purpose and duration of the visit.
- Information that proves who is covering the costs related to your stay in Germany:
    - If funded by UN Youth Office: Provide the official visa letter confirming this
    - If funded by another entity: Provide a letter ensuring the trip is financially supported by them
    - If self-funded: Provide proof of sufficient funds for the duration of stay (e.g. bank statement and other supportive documentation, as applicable)
- Proof of the intention to leave the Schengen Area before the visa expires (eg. Economic and family ties to the country of origin or residence)
- Proof of legal address.

For more information

More information is available directly on the Consular Services Portal:

- Consular services portal
- Visa application form
- List of countries and visa requirements

List of Schengen member states representation for Visa

Country	Location	Visa application through diplomatic mission of
Equatorial Guinea	Malabo	Spain
Burundi	Bujumbura	Belgium
China	Macau (*in all other Chinese jurisdictions, a German mission will process visa applications*)	Portugal
Democratic Republic of the Congo	Kinshasa	Belgium
	Lubumbashi	Belgium
Djibouti	Djibouti	France
Eritrea	Asmara	Italy
Gabon	Libreville	France
Guinea-Bissau	Bissau	Portugal
Haiti	Port-au-Prince	France
Canada	Ottawa	Austria
Canada	Vancouver	Switzerland
Comoros	Moroni	France
Comoros	Mutsamudu	France
Madagascar	Antananarivo	France
Malawi	Lilongwe	Norway
Mauritius	Port Louis	France
Monaco	Monaco	France
Republic of Cape Verde	Praia	Portugal
Republic of the Congo	Brazzaville	France
	Pointe-Noire	France

Rwanda	Kigali	The Belgian Embassy in Nairobi handles visa applications by Rwandan nationals; The German Embassy in Nairobi handles applications by all other nationals residing in Rwanda
San Marino	San Marino	Italy
São Tomé and Príncipe	Sao Tome	Portugal
Saint Lucia	Castries	France
Suriname	Paramaribo	Netherlands
Chad	N'Djamena	France
Central African Republic	Bangui	France

LIST OF THIRD COUNTRIES WHOSE NATIONALS ARE REQUIRED TO BE IN POSSESSION OF A VISA WHEN CROSSING THE EXTERNAL BORDERS OF THE MEMBER STATES

Afghanistan
Armenia
Angola
Azerbaijan
Bangladesh
Burkina Faso
Bahrain
Burundi
Benin
Bolivia
Bhutan
Botswana
Belarus
Belize
Democratic Republic of the Congo
Central African Republic
Congo
Côte d'Ivoire
Cameroon
China
Cuba
Cape Verde
Djibouti
Dominican Republic
Algeria
Ecuador
Egypt
Eritrea
Eswatini
Ethiopia
Fiji
Gabon
Ghana
The Gambia
Guinea
Equatorial Guinea
Guinea-Bissau
Guyana
Haiti
Indonesia
India
Iraq
Iran
Jamaica
Jordan
Kenya
Kyrgyzstan
Cambodia
Comoros
North Korea
Kuwait
Kazakhstan
Laos
Lebanon
Sri Lanka
Liberia
Lesotho
Libya
Morocco
Madagascar
Mali
Myanmar/Burma
Mongolia
Mauritania
Maldives
Malawi
Mozambique
Namibia
Niger
Nigeria
Nepal
Oman
Papua New Guinea
Philippines
Pakistan
Qatar
Russia
Rwanda
Saudi Arabia
Sudan
Sierra Leone
Senegal
Somalia
Suriname
South Sudan
São Tomé and Príncipe
Syria
Chad
Togo
Thailand
Tajikistan
Turkmenistan
Tunisia
Turkey
Tanzania
Uganda
Uzbekistan
Vanuatu
Vietnam
Yemen
South Africa
Zambia
Zimbabwe