

99125004088000, 99125004088000

# Applying for exemption from the visa requirement for pupils on collective lists

Heruntergeladen am 25.06.2025

<https://fimportal.de/xzufi-services/112735064/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99125004088000, 99125004088000
Leistungsbezeichnung I	Applying for exemption from the visa requirement for pupils on collective lists
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Visa (125)
Verrichtungskennung	Anordnung (088)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren

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	Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.11.2019
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html">https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html</a> <a href="https://www.gesetze-im-internet.de/aufenthv/_3.html">https://www.gesetze-im-internet.de/aufenthv/_3.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ%3AL%3A1994%3A327%3AFULL&amp;from=DE">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ%3AL%3A1994%3A327%3AFULL&amp;from=DE</a> <a href="https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html">https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html</a> <a href="https://www.gesetze-im-internet.de/aufenthv/_3.html">https://www.gesetze-im-internet.de/aufenthv/_3.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ%3AL%3A1994%3A327%3AFULL&amp;from=DE">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ%3AL%3A1994%3A327%3AFULL&amp;from=DE</a>
Teaser	If you are going on a school trip with pupils, they can also enter a country of the European Union and some other countries without a visa or passport using the collection list.
Volltext	<p>The school travel list is a form that facilitates school trips with a multinational class. It is valid for school trips within the European Union and to Iceland, Liechtenstein and Norway (European Economic Area).</p> <p>Student list as a visa substitute</p> <p>Pupils who are third-country nationals and resident in Germany, who would actually require a visa in the destination country, can use the list to enter the country without a visa as an exception. For example, the list of school pupils allows pupils to take part in a school trip even if an asylum procedure has not yet been completed.</p>

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If the teacher presents the list of pupils at the border, the border control authorities of the Member States must allow the pupils listed to enter and leave the country without a visa. Pupils simply show their passport or identity card when crossing the border.

Student list as a substitute for a passport

If a student does not have a passport or other valid travel document, the EU form is also recognized as a passport substitute when crossing the border, provided that the list

- is accompanied by a photo of the student and
- has been certified and approved by the local immigration authority.

With the approval, the foreigners authority confirms that all pupils listed are resident in Germany and are authorized to return.

The student list contains the following information:

- Names, dates of birth and addresses of the pupils,
- the destination and duration of the school trip,
- if applicable, photos of pupils who do not have a passport.

It is advisable to ask for further information on the procedure in the specific case before the trip. Please contact the embassy of the country of travel and the local immigration office.

## Erforderliche Unterlagen

- Proof of affiliation to a general education school, if applicable
- If applicable, proof of the class trip through booking data
- If used as a passport replacement: biometric photo

Please ask your local immigration office for all the necessary documents.

## Voraussetzungen

One or more participants of the trip are

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- a pupil at a general education or vocational school in Germany and
- nationals of a third country (not: Germany, European Union, European Economic Area) residing in Germany.

When used as a visa substitute:

- The student requires a visa. Please refer to the website of the Federal Foreign Office to find out which countries of origin require a visa and therefore also a student list as a visa substitute.

When used as a passport substitute:

- A student does not have a passport or any other valid travel document.

## Kosten

- Adults: EUR 12.00 per person traveling
- Minors: EUR 6.00 per traveling person

## Verfahrensablauf

You must apply in writing for the list for pupils:

- Contact your local immigration office. There you will receive the form "List of travelers for school trips within the European Union" on request.
- Complete the form in full.
- Have it signed and stamped by the school management.
- The list is then valid and, together with the pupils' passports, serves as a visa replacement.

If you only want to issue the list as a visa replacement, you do not need to go to the Foreigners' Registration Office again.

If you also want to issue the list as a passport replacement:

- Attach a photo of the students concerned to the list.
- Send the completed, signed and stamped list to your local immigration office.
- The foreigners authority will check the list. If it is approved, it will affix a seal to the list. This serves as confirmation that all students listed are resident in Germany and are authorized to return.

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	<ul style="list-style-type: none"> <li>You will then receive the approved list back.</li> </ul>
Bearbeitungsdauer	Please enquire about the processing time at your local foreigners authority.
Frist	<ul style="list-style-type: none"> <li>Validity of the collection list: depending on the noted duration of the school trip, maximum 3 months</li> </ul>
weiterführende Informationen	<a href="https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820">https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820</a> <a href="https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820">https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820</a>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>Travel facilitation for students from third countries residing in Germany</li> <li>EU-wide standard form</li> <li>valid for school trips to other EU countries as well as Iceland, Liechtenstein and Norway (European Economic Area)</li> <li>Can be used as: Exemption from the visa requirement for pupils from third countries if they require a visa in the destination country due to their nationality</li> <li>Passport replacement for students who do not have a passport or recognized valid travel document (example: ongoing asylum procedure)</li> <li>Approval from the local immigration authority required</li> <li>Biometric photo required for persons if the list is to be issued as a passport replacement</li> <li>Costs: Adults: EUR 12.00 per person Minors: EUR 6.00 per person</li> <li>Responsible: Immigration office at the location of the school</li> </ul>
Ansprechpunkt	The foreigners authority at the school location
Zuständige Stelle	The immigration office at the school.
Formulare	<p>Forms: yes</p> <p>Online procedure possible: Please ask your local foreigners authority</p> <p>Written form required: Please ask your local</p>

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	immigration office  Personal appearance required: Please contact your local immigration authority. As a rule, a person authorized by the school is required to pick up the list.
Ursprungsportal	Applying for exemption from the visa requirement for pupils on collective lists, Befreiung von der Visumspflicht für Schüler auf Sammellisten beantragen