



Botschaft
der Bundesrepublik Deutschland
Peking

GUIDELINE

**for appointments to provide biometric data for official
business travel or transit**

因公护照专用

预约官方商务旅行或过境签证指纹录取时间

1. Login

- Please type the link below into your browser

https://service2.diplo.de/rktermin/extern/choose_realmList.do?request_locale=de&locationCode=peki

- The Appointment System opens. On the top left of the page you can see two language flags – please choose “German” or “English” to continue.



- Please make sure you have read the instructions before continuing by pressing the “Continue button” on the bottom of the page.

Appointment-System of the German Foreign Office —

Please choose an area

Visa

German Embassy Beijing appointment-scheduling for national visa and Schengen visa

To make an appointment please click CONTINUE and choose relevant type of visa.

It is necessary to book an appointment for each single visa applicant. You have to provide an e-mail address that is valid and working.

National visas for stays over 90 days have to be applied for in person at the Embassy.

Instead of scheduling an appointment to file your Schengen-visa application in person at the Embassy, you can proceed to the visa application center of our service partner TLScontact (see www.china.diplo.de or TLScontact)

前往德国使馆（北京）申请德国长期签证以及申根短期签证的电子预约系统

请选择正确的类别进行预约。

每个申请人与领事馆预约的签证时间；请选择有效的常用电子邮箱地址。

德国长期签证（逗留时间90天以上）申请必须由本人亲自递交至使馆。

申根短期签证（逗留时间不超过90天）申请：为了更快地处理签证申请，德国驻华大使馆与外包服务提供商中智服务公司（TLScontact）合作。除了本人预约的时间亲自来使馆面签，您还可以选择通过我们的服务中智服务中心（TLScontact）提交申请。详情请参阅：www.china.diplo.de 或 TLScontact)

[Continue](#)

- In the next page please choose the last Option „Official Passports Only“ and continue with the process by pressing the “Continue button”

Appointment-System of the German Foreign Office —

[Return](#)

Please choose a category

National visa for study, scholarship, language course, practical training, work, Au-Pair / 长期签证 德国签证 留学, 奖学金, 语言班, 实习, 工作, 互惠生

[Continue](#)

National visa for family reunion and marriage / 长期签证 德国签证 家庭团聚, 结婚, 子女团聚

[Continue](#)

National German visa for Chinese chef/cook / 长期签证 德国签证 厨师劳务签证

[Continue](#)

Schengen-Visa for visit, business, tourist or transit / 申根签证 探亲访友, 商务旅行, 旅游, 过境

[Continue](#)

APS/留德人员审核部/Langzeit-Visa (nationale Visa)/长期签证 (德国签证) - Studium留学

[Continue](#)

因公护照专用 - OFFICIAL PASSPORTS ONLY

[Continue](#)

2. Booking of appointment

- On the following page please make sure you have read the information below before continuing by pressing the “Continue button”

因公护照专用 - 预约官方商务旅行或过境签证指纹录取时间

1. 签证申请材料必须在预约时间的前一天通过外交部交到使馆签证处。
2. 预约的面签时间最早不得早于预计进入申根境日期的前三个月。
3. 签证申请人的所有个人信息必须以因公护照为准，预约只可使用英文字母，请勿使用汉字。
4. 每个申请人均须单独预约。
5. 预约日期不得早于系统所提示日期。
6. 每个签证申请人只能预约一次，重复预约会导致系统删除该签证申请人预约的所有记录。预约时输入的信息必须完整，否则系统会自动删除信息不完整的预约。
7. 输入的电子邮件地址必须正确有效！预约成功后，您会收到一封确认电子邮件。请打印该邮件并在录取指纹时随身携带，否则将视为预约无效。只有在全部申请材料连同因公护照原件都提交到使馆后，指纹录取才可进行。
8. 最迟两小时后您会收到本馆发给您的确认邮件。
9. 签证申请只有在提交了指纹信息后才算材料完整。

OFFICIAL PASSPORTS ONLY - Appointment to provide biometric data for official business travel or transit

1. Your application for a Schengen visa has to be filed exactly one day ahead of your appointment at the Embassy by the Ministry of Foreign Affairs.
2. Your appointment date can be scheduled max. three months ahead of the intended travel.
3. All details concerning the applicant have to be filled in letters (no Chinese characters) according to the official passport of the applicant
4. It is necessary to schedule an appointment for each applicant.
5. Appointments are only available as proposed by the scheduling system; earlier appointments are not possible
6. Multiple bookings for the same person will be deleted automatically. Incomplete bookings will be deleted automatically.
7. Your email-address has to be valid and working! The confirmation e-mail with the details of the appointment will be sent to your e-mail address! A print of this e-mail has to be shown at the Embassy. No access to the Embassy without appointment. Providing of biometric data is possible only, after complete set of application material has been sent to the Embassy together with official passport.
8. The confirmation-mail will be sent within two hours.
9. Your visa application is complete only after having provided your biometric data.

3. For security reasons a 6 digit code has to be entered

- If you cannot recognize the digits clearly ask for a new digit code (“load another picture”).

因公护照专用 - **OFFICIAL PASSPORTS ONLY**



Load another picture

Please enter here the text you see in the picture above:

ydfxea

Continue

Cancel

4. Available appointments will be shown

- Please choose the preferred date for your appointment by clicking “Appointments are available”

因公护照专用 - OFFICIAL PASSPORTS ONLY

Please select a date (date format: dd.mm.yyyy)

You can book an appointment between 13.10.2015 and 29.12.2015 .

10/2015

TUESDAY 13.10.2015	Appointments are available
WEDNESDAY 14.10.2015	Appointments are available
THURSDAY 15.10.2015	Appointments are available
FRIDAY 16.10.2015	Appointments are available
MONDAY 19.10.2015	Appointments are available
TUESDAY 20.10.2015	Appointments are available
WEDNESDAY 21.10.2015	Appointments are available
THURSDAY 22.10.2015	Appointments are available
FRIDAY 23.10.2015	Appointments are available
MONDAY 26.10.2015	Appointments are available

- Please choose the preferred time by clicking “Book this appointment”

因公护照专用 - OFFICIAL PASSPORTS ONLY

Please select an appointment [View Month](#)

You can book an appointment between 13.10.2015 and 29.12.2015 .

Dienstag: [View Month](#)
date format: DD.MM.YYYY

08:00 — 09:00	Still 11 appointments available Book this appointment
09:00 — 10:00	Still 15 appointments available Book this appointment
10:00 — 11:00	Still 15 appointments available Book this appointment
14:00 — 15:00	Still 25 appointments available Book this appointment

5. Booking

- Please enter

full name of applicant

valid e-mail-address (see example)

(A confirmation of the appointment will be sent to this e-mail automatically)

Official Passport No. of applicant

login password:

登陆用户名 Benutzer Kennung / login password WJMFA

And finish with another 6 digit code provided by the system

因公护照专用 - OFFICIAL PASSPORTS ONLY

New Appointment

Date / Time: 13.10.2015 08:00 – 09:00
Location: Peking

Last Name:

First Name:

Email:

Repeat email:

* 因公护照号码 Official Passport No.:

* 登陆用户名 login password:



Please enter here the text you see in the picture above:

The whole process of booking an appointment takes 2-3 minutes.