

## KVAC – EUROPE – BANK DEPOSIT

Please read carefully the instructions below before proceeding with payment.

Please note that your application will not be processed until the full and correct payment has been received and verified by the KVAC. Incorrect payments may result in a delay in processing your visa application.

Applicants are highly encouraged to consult the KVAC webpages for [visa and service fees](#) in order to avoid issues with payment.

Any questions may be addressed to the KVAC contact-center (+49 30 290 224 5550) or the KVAC information email at [kvacdeinfo@iom.int](mailto:kvacdeinfo@iom.int) (KVAC Berlin).

1. Visit the KVAC website and prepare your [application documents](#) in accordance with the checklist that matches your travel purpose
2. Visit the KVAC webpage to calculate the visa fee and service fees for your application.  
Please note that visa fees may vary depending on nationality, duration of stay, and number of entries. Please add fees for any additional services to be purchased at the KVAC to the core service charge (EUR 60 per application).
3. Submit payment for your application with the appropriate visa fees, services fees, and any additional services desired.  
**All fees must be paid in Euros.**

The KVAC is currently accepting payment via bank transfer only and offers two options for submitting payment:

- **In Person at Bank:** If paid at the bank, **please specify “KVAC FEES”, your passport number and name on the bank slip** (Citibank is preferred, but you may submit payment via the bank of your choice).
- **E-Banking:** If paid through e-banking, **please specify “KVAC FEES”, your passport number and name on the bank slip** (Citibank preferred, but you may submit payment via the bank of your choice).

### IOM KVAC Bank Details

**Bank account holder:** International Organization for Migration

**Name of the bank:** CITIBANK Europe PLC, Germany Branch

**IBAN:** DE60 5021 0900 0220 0436 73

**SWIFT code:** CITIDEFF

**Address:** Reuterweg 16, 60323 Frankfurt Am Main, Germany

**Country:** Germany

4. Scan the invoice and/or proof of payment and send it to [kvacdeinfo@iom.int](mailto:kvacdeinfo@iom.int) (KVAC Berlin).  
**Please note that the body of the email must include: your full name, nationality, visa type, duration of stay, number of entries, details of any additional services you wish to purchase (e.g., number of photocopies, pages required for translation, etc.), and the method of application (mail-in or in-person). If you wish to be contacted by phone, please include a phone number where you may be reached.**
5. After a period of 2-3 days from the transaction date, kindly ensure to submit your original passport and all mandatory documents to KVAC Berlin. Our staff will conduct a thorough verification of your payment as well as a completeness check of your documents. Subsequently, we will promptly notify you via email in case of any missing documents or payments.