

School Trips to Germany

1 June 2026

How to Use the Pupils Collective Lists for Your Trip: Guide for Teachers and Organisers

Table of Contents

Welcome to Germany.....	3
Overview	3
Step 1: Assess Nationalities.....	4
Group 1.....	4
Group 2.....	4
Group 3.....	4
The following applies to dual or multiple citizens:	5
Step 2: Travel Documents	5
Persons in Group 1	5
Persons in Group 2	5
Persons in Group 3	6
Step 3: List of Travellers Required?	7
Step 4: Complete the List, if Required	7
Step 5: Add a Cover Letter	10
Step 7: Request Consent Forms.....	10
At the Schengen Border Control	11
Where the border control takes place.....	11
What to do at the border control	11
After Entry to the Schengen Area	12

Travelling within the Schengen area	12
Leaving the Schengen area.....	12
Health, Customs	12
Health insurance, EHIC and GHIC	12
Customs	12
Unforeseen Events	13
Annex: List of Visa-Free Countries.....	14
Special Administrative Regions of the People's Republic of China.....	16
British nationals who are not British citizens	16
Entities and Territorial Authorities that are not recognised as states by at least one EU member state.....	16
Notes	16

Welcome to Germany

To make school trips between our two countries easier, the Government of the United Kingdom of Great Britain and Northern Ireland and the Federal Government of Germany have agreed to implement simplified rules for such travel between our two countries.

This guide will help you understand

- what the general entry requirements to the Schengen area and to Germany are,
- what documentation is needed for hassle-free travel with your school group, and
- how to act in unforeseen circumstances to maintain the legality of the stay.

Nevertheless, this guide cannot provide comprehensive information about all details you might need to know about the trip, for example about customs and insurance issues.

We wish you safe travels and a pleasant and enjoyable trip to Germany.

Good to know

This guide covers groups of pupils who are enrolled at a general or vocational school in Britain, travel as a group, and are accompanied by one or more teachers during the whole trip. Short stays outside the group are possible under the scheme. However, the rules explained here do not cover students who leave the group for a longer period of time, for example for individual visits to relatives or their own travel activities following the group trip, or if they do not arrive or return with the group.

Overview

These are the easy steps to follow to ensure a hassle-free trip to Germany together with your school class or course.

- Ask pupils about their nationalities to determine which of three groups they belong to.
- Make sure that each traveller holds a valid travel document.
- Check whether the List of Travellers is required.
- Fill in the List of Travellers, if needed.
- Add a cover letter on school letterhead.
- Provide two originals and a simple copy.
- Make sure that the pupils take completed consent forms with them.

In addition, this guide explains what to do

- at the border control when entering the Schengen area,
- and what to know when travelling within and when leaving the Schengen area.

Finally, it indicates

- where you can learn more about customs and health insurance,
- and what to do in case of unexpected events.

The countries and territories the passport holders of which are generally visa-free are listed at the end of this guide (as at December 2025).

Step 1: Assess Nationalities

Ask each pupil about their nationality and determine which of the following groups the pupil belongs to.

Group 1

Citizens of the European Union, Iceland, Liechtenstein, Norway, or Switzerland.

Group 2

Citizens who do not require a visa for a short trip to the Schengen area.

This includes all British nationalities travelling on a British passport,

namely British citizens, British nationals (Overseas); British Overseas Territories citizens (BOTC) (these territories include Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Saint Helena, Ascension and Tristan da Cunha, South Georgia and South Sandwich Islands and Turks and Caicos Islands);

British overseas citizens (BOC); British protected persons (BPP); and British subjects (BS).

Group 2 also includes several other nationalities which are listed in Annex II of Regulation (EU) 2018/1806 and are treated as visa-free for short trips to the Schengen area.

These nationalities and applicable conditions are listed at the end of this document.

Because the list may be subject to change, please check the consolidated version of the regulation here, in case of doubt:

<https://eur-lex.europa.eu/eli/reg/2018/1806>

Please note that footnotes to the list mention that certain nationals must be in possession of specific travel documents. Without these specific travel documents, they will not be allowed to travel to the Schengen area without a visa and would therefore not belong to Group 2.

Group 2 also includes persons who are entitled to reside in the United Kingdom and who are holders of a British document which states either “Convention of 28 July 1951” or “Convention of 28 September 1954” (issued to refugees or stateless persons). **Nevertheless, if you intend to stay in, or transit through, France or Belgium, you must treat the holders of these documents as belonging to Group 3.**

Group 3

All other persons.

The following applies to dual or multiple citizens:

If a person falls into Group 1, this takes precedence over membership in Groups 2 or 3.

If a person falls into Group 2, this takes precedence over membership in Group 3.

Pupils who belong to Group 3 do not require a visa.

Teachers who belong to Group 3 require a visa. The List of Travellers does not exempt them from any visa requirements.

Step 2: Travel Documents

Make sure that each pupil holds a valid travel document. This step should be completed at least four months before the trip begins.

Applications for required travel documents could, in individual cases or at peak times, take some time to process. In addition, especially for first-time applications, collecting and providing the documentation for the application might take days or even weeks.

In all cases, each pupil is required to hold their own travel document. Entries in the passport or other travel document of a parent are not sufficient.

The permitted travel documents are as follows:

Persons in Group 1

A passport or identity card issued by an EU member state or Iceland, Liechtenstein, Norway, or Switzerland.

The document must be valid for the entire length of the trip.

No passport or identity card of any country not mentioned as belonging to Group 1 may be used. In particular, Irish citizens must not use British passports.

A person who is both a British citizen and a citizen of an EU member state or Iceland, Liechtenstein, Norway, or Switzerland would be required to use their British passport at UK border control and the other passport or identity card when entering continental Europe. Therefore, the person would have to take two passports with them. The fact that the person does not possess the required passport or identity card does not relieve them from the requirement to use a travel document issued by an EU member state or Iceland, Liechtenstein, Norway, or Switzerland when entering the EU, so they would have to apply for a passport or identity card of their country of citizenship and have it with them on the trip.

Danish municipal cards are not considered travel documents.

Persons in Group 2

A valid national passport; in the case of British citizens, a British passport.

The passport

- must have been issued no more than ten years before the end of the intended trip, and
- must be valid for three months or more after the planned end of the trip.

If the pupil does not transit through Belgium or France, the same rules apply to the documents for refugees or stateless persons mentioned above.

Passports issued

- in the Crown Dependency versions (Jersey, Guernsey, Isle of Man), or
- issued in Overseas Territories versions

are accepted.

The Collective Passport (Council of Europe Treaty) issued by Britain is accepted only for persons below age 18.

The British Travel Document – IS137 is not sufficient.

Gibraltar Identity Cards are not accepted in any context which is relevant here.

British Emergency Travel Documents on a single page are not accepted.

Persons in Group 3

A valid travel document, as determined by the Schengen states.

As a rule, all national passports are accepted, as are documents which state either “Convention of 28 July 1951” or “Convention of 28 September 1954”.

The travel document must have been issued no more than ten years before the end of the intended trip and must be valid for three months or more after the planned end of the trip.

In detail:

Each Schengen state decides individually which travel documents it recognises. In case of doubt, please check the table regularly published and updated here:

https://home-affairs.ec.europa.eu/travel-documents-issued-third-countries-and-territorial-entities-part-i_en

(“BNL” means Belgium, the Netherlands, and Luxembourg; “DE” means Germany; and “FR” means France). Please also note that some documents issued by certain regimes are not recognised; the tables linked above provide further details.

Step 3: List of Travellers Required?

The List of Travellers is only required if at least one of the pupils on the trip belongs to Group 3.

If all pupils on the trip

- belong to either Group 1 or Group 2, and
- no pupil belongs to Group 3,

no List of Travellers is required, and such a list would not facilitate entry.

Step 4: Complete the List, if Required

If the List of Travellers is needed, please collect the required information and complete the form.

Use the form provided here:

<https://www.bmi.bund.de/schulreisen-sammelliste>

The form is accessible for users of assistive technologies.

All pupils travelling must be listed on the form, regardless of their nationality.

You will find a sample form on the next page. The numbers in the fields of the form correspond to the instructions given on the page following the sample form.

LISTE DER REISENDEN für Schulreisen LIST OF TRAVELLERS for school trips LISTE DES PARTICIPANTS à un voyage scolaire REIZIGERSLIJST voor schoolreizen				Nr. / No. / No. / Nr.	1
				von / of / de / van	2
Bezeichnung der Schule / Name of school / Nom de l'école / Naam van de school:				3	
Reiseziel und -zeitraum / Purpose and length of trip / Destination et durée du voyage / Reisdoel en -periode:				4	Deutschland / Germany / Allemagne / Duitsland
Name(n) des (der) begleitenden Lehrer(s) / Name(s) of accompanying teacher(s) / Nom(s) du/des professeurs accompagnant le groupe / Naam (namen) van de begeleidende leerkracht(en):				5	
Die Richtigkeit der gemachten Angaben wird bescheinigt. Die Erziehungsberechtigten der mitreisenden nichtvolljährigen Schüler haben jeweils der Teilnahme an der Reise zugestimmt. The accuracy of the data given is confirmed. The Guardians of under-age pupils have consented to their participation in the trip in each individual case. Les indications données sont certifiées exactes. Pour chaque élève Mineur participant au voyage, les personnes responsables de son éducation ont donné leur accord à sa participation. De juistheid van de bovenstaande gegevens wordt hierbij bevestigd. De Personen die de ouderlijke macht uitoefenen over de minderjarige meereizende leerlingen, hebben met de deelneming aan de reis ingestemd.					
6	7		8		9
Dienstsiegel Official Stamp Cachet de l'école Stempel	Ort Place Lieu Plaats		Datum Date Date Datum		Der(Die) Schulleiter(in) Headmaster (mistress) Le/La directeur/trice Het schoolhofd
Lfd. Nr. Serial No Numéro Nr.	Name Surname Nom Naam	Vorname First name Prénom Voornaam	Geburtsort Place of birth Lieu de naissance Geboorteplaats	Geburtsdatum Date of birth Date de naissance Geboortedatum	Staatsangehörigkeit Nationality Nationalité Nationaliteit
1	10		11		12
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attach a headed cover letter, including contact details of the school. The purpose of this list is to satisfy the requirements of Article 6(2) (a) of Regulation (EU) 2018/1806, § 22 (1) of the German *Aufenthaltsverordnung*. It does not replace a valid and accepted passport or travel document. Accompanying teachers are not exempt from any visa requirements. **This form is intended for use by British schools and should not be used by schools in the EU, in particular German schools. Not all EU Member States accept these lists, and regulations may be subject to change without notice. Please consult the authorities of the respective destination or transit Member State(s) for authoritative information.** Please refer to the instructions for further guidance on how to fill in and use this document.

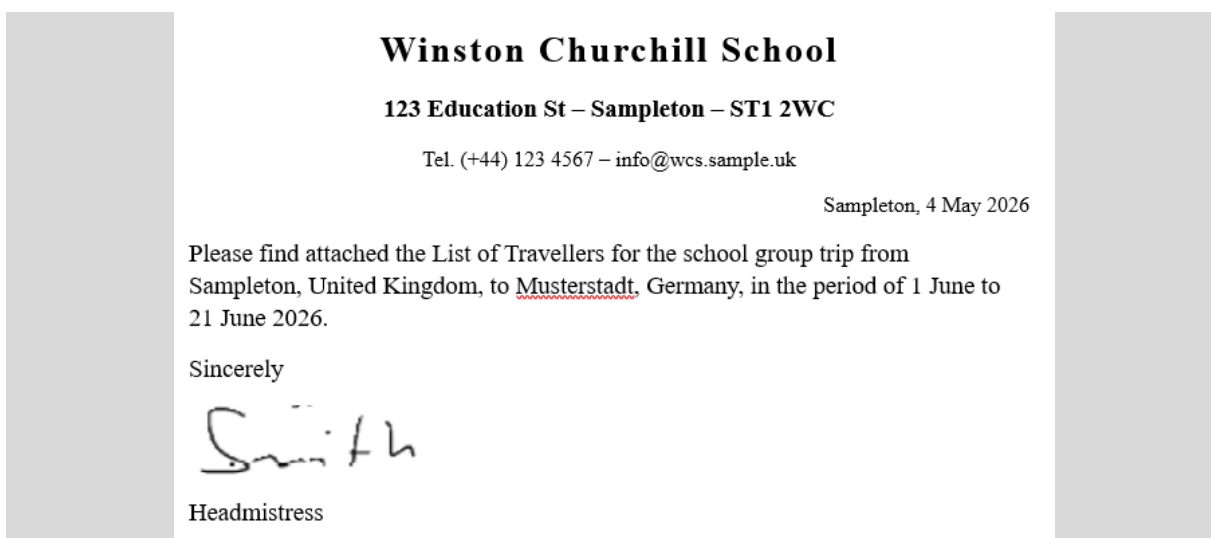
Number	Content
1	Number the forms used, starting with 1 for the specific trip and group. Enter the (same) data required in fields 3 to 9 in all forms.
2	Indicate the total number of forms used for the specific trip and group.
3	State the official name of the school, as it appears on the letterhead, and the town or city where the school is located.
4	The purpose could be “School trip of year 9 to Cologne”, or “School trip of a German course to three cities”.
5	Enter the names of the accompanying teacher(s). Accompanying teachers are not exempt from any visa requirements.
6	Enter an official seal or stamp of the school.
7	Indicate the city or town where the form was signed.
8	Enter the date of signing, in the format DD/MM/YYYY.
9	Enter a handwritten signature of the head of the school. Please do not use rubber stamps. The signature should not be a mere initial.
10	Enter the same information as it appears in the travel document. Do not use nicknames or abbreviations, unless they are also used in the passport. List all pupils, regardless of their citizenship. Ten pupils can be listed on one page. If more than ten pupils are travelling, use an additional form, indicate the sequential number of the form (starting with “1”) on the first line of the form and the total number of forms used for the specific trip and group on the second line of the form.
11	Enter the town or city of birth, not the country of birth.
12	Enter the nationality (short name of country). For dual or multiple citizens, use the nationality that belongs to Group 1 if the pupil holds such nationality, and the nationality that belongs to Group 2 if the pupil holds a nationality from that group.

Step 5: Add a Cover Letter

This step is only required if you must provide the List of Travellers.

Attach to the list a cover letter on official school stationery that shows the address and contact details of the school. The cover letter should contain a small, signed note, such as the following:

“Please find attached the List of Travellers for the school group trip from ... to ... in the period of ...”



Step 6: Make Copies

As a matter of convenience, carry two originals of the lists and the cover letter with you on the trip, as authorities might retain one of them for control purposes.

Also take a photocopy with you.

If permitted by the data protection rules of your institution, you might also save a copy of these documents online where you can access it remotely.

Step 7: Request Consent Forms

Consent forms should be filled in by the pupils' parents or other guardians.

Such declarations only have to be presented at borders upon request. They are helpful to clarify the consent of the parents in unforeseen cases. The consent letters should be kept by the pupils themselves during the trip and should be presented to the competent authorities upon request.

Where you can find consent forms

Unofficial forms are available on the internet, e.g.

https://assets.adac.de/ADAC-eV/KOR/Text/Reisevollmachten_download/01-08-2024-2-Begleitperson-Reisevollmacht-englisch_zdlecr.pdf or

https://assets.adac.de/ADAC-eV/KOR/Text/Reisevollmachten_download/01-08-2024-2-Begleitperson-Reisevollmachten-Ausland-Deutsch_rfeg5j.pdf

At the Schengen Border Control

Important

Do not collect the pupils' passports or other travel documents! Each pupil will be checked individually.

Where the border control takes place

The border control for immigration into the Schengen area will take place:

- if travelling by air: at the first airport within the Schengen area where you disembark, even if you have a connecting flight to another airport in the Schengen area;
- if travelling by passenger train through the Channel tunnel connecting the United Kingdom with France: at the British train station where you board the train, namely St Pancras in London;
- if travelling by shuttle train across the English Channel: at the terminal in Folkestone, Kent;
- if travelling by ferry from Dover: at the Port of Dover; and
- in all other cases: where you enter the European continent.

What to do at the border control

Indicate that you are a school group and present the List of Travellers, if required, and your own passport or identity document before any pupil approaches immigration control. Follow staff instructions regarding the use of a specific processing lane or procedure.

Make sure that you and the pupils use the Entry/Exit System (EES) registration booths or other facilities that collect the biometrics and other travel data before proceeding to immigration control. If staff advise you if and how to perform that registration, staff instructions prevail. If a person's details were registered within the last three years, and the person uses the same travel document as for the prior registration, a repeat registration is not required.

After you inform the immigration control staff that you are entering as a school group, let the pupils proceed one by one to the immigration control counter and allow the processing.

After Entry to the Schengen Area

As a rule, no border checks are carried out within the Schengen area, but exit checks are conducted.

Travelling within the Schengen area

Temporary or spot checks are permissible. If such a check should be conducted, indicate that you are a school group travelling under the school group scheme.

Leaving the Schengen area

An exit check will be conducted when you leave the Schengen area.

Also in this context, indicate that you are a school group and present the List of Travellers, if required, together with the cover letter.

Let pupils then individually proceed to the passport control; do not collect their travel documents before they do so.

Staff instructions take precedence here as well.

Health, Customs

This guide does not provide concise advice on customs regulations or insurance issues. You can read here where to find more information about such issues.

Health insurance, EHIC and GHIC

We cannot advise you on which insurance or other coverage for medical or other unforeseen events you should take out.

Please note that the British Global Health Insurance Card (GHIC) may cover some of such expenses, as set out here:

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic>

Advice on how and when to apply for such cards can only be given by the competent British authorities.

Some EES registration booths require answering some basic questions upon registration. One question may ask whether health insurance cover has been taken out for the trip. Holders of a valid British EHIC or GHIC can confirm such coverage.

Customs

Immigration control concerns persons crossing borders, whereas customs controls relate to the items taken into and out of a customs area. The European Union forms a single customs area. This means that goods can be freely moved within the European Union, but importing goods into the European Union is subject to uniform rules.

Certain restrictions apply to the movement of certain taxed goods (notably alcoholic and tobacco products) between member states, where carrying a certain amount of such goods indicates a commercial rather than a private purpose.

Details of the rules for travel into and within the European Union can be found here:

https://europa.eu/youreurope/citizens/travel/carry/index_en.htm

For details, also with respect to the import of goods back into the United Kingdom, please consult the website of the British customs authorities.

Unforeseen Events

We hope that all goes well. Otherwise, the German authorities are available for you.

If unforeseen circumstances require that you stay in Germany longer than planned, please immediately contact the local immigration authority at the place where the issue arises. Failing to do so may result in additional procedures with regard to the legality of the stay in Germany. Please note that the EES is designed to automatically notify the competent authorities if the permitted period of a short stay in the Schengen area has elapsed and no exit has been recorded in the system.

Definition of Short Stay

A short stay in the Schengen area cannot exceed 90 days within each 180-day period.

It can only be extended in urgent or unforeseen cases, if necessary.

The local immigration authorities in Germany are not federal authorities. In particular, the Federal Office for Migration and Refugees (BAMF) is not the competent authority for processing extensions of stay in emergency cases.

The competent immigration authority can be found here:

<https://bamf-navi.bamf.de/en/Themen/Behoerden/?typ=ABH&>

by entering the name of the town or city, or the postcode, in the field “Responsibility”.

Annex: List of Visa-Free Countries

This is the list of countries whose citizens do not require a visa to enter the European Union (as at December 2025). Use this list to determine whether a pupil belongs to Group 2. You will find notes related to the numbers in brackets at the end of the list.

For the current version, please refer to Annex II of the Regulation (EU) 2018/1806 here:

<https://eur-lex.europa.eu/eli/reg/2018/1806>

Andorra

Antigua and Barbuda

Albania (3)

Argentina

Australia

Bosnia and Herzegovina (3)

Barbados

Brunei

Brazil

Bahamas

Canada

Chile

Colombia

Costa Rica

Dominica (4)

El Salvador

Grenada (4)

Georgia (5)

Guatemala

Holy See

Honduras

Israel

Japan

Kiribati (4)

Micronesia (4)

Monaco

Moldova (6)

Montenegro (7)

Marshall Islands (8)

Mauritius

Mexico

Malaysia

Nicaragua

Nauru (8)

New Zealand

North Macedonia (3)

Panama

Peru (8)

Palau (8)

Paraguay

Saint Kitts and Nevis

Saint Lucia (4)

Saint Vincent and the Grenadines (8)

Samoa

San Marino

Serbia (including holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian: Koordinaciona uprava)) (9)

Seychelles

Singapore

Solomon Islands

South Korea

Timor-Leste (8)

Tonga (8)

Trinidad and Tobago

Tuvalu (8)

Ukraine (10)

United Arab Emirates (4)

United Kingdom

United States of America

Uruguay

Venezuela

Special Administrative Regions of the People's Republic of China

Hong Kong SAR (11)

Macao SAR (12)

British nationals who are not British citizens

British nationals (Overseas)

British Overseas Territories citizens (BOTC): These territories include Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar (13), Montserrat, Pitcairn, Saint Helena, Ascension and Tristan da Cunha, South Georgia and South Sandwich Islands and Turks and Caicos Islands.

British overseas citizens (BOC)

British protected persons (BPP)

British subjects (BS)

Entities and Territorial Authorities that are not recognised as states by at least one EU member state

Taiwan (14)

Kosovo (15) (16)

Notes

(3) The exemption from the visa requirement only applies to holders of biometric passports.

(4) The exemption from the visa requirement applies from the date of entry into force of an agreement on visa exemption to be concluded with the European Union.

(5) The exemption from the visa requirement is limited to the holders of biometric passports issued by Georgia in line with standards of the International Civil Aviation Organization (ICAO).

(6) The exemption from the visa requirement is limited to the holders of biometric passports issued by Moldova in line with standards of the International Civil Aviation Organization (ICAO).

(7) The exemption from the visa requirement only applies to holders of biometric passports.

(8) The exemption from the visa requirement applies from the date of entry into force of an agreement on visa exemption to be concluded with the European Union.

(9) The exemption from the visa requirement only applies to holders of biometric passports issued in line with the standards of the International Civil Aviation Organization (ICAO).

(10) The exemption from the visa requirement is limited to the holders of biometric passports issued by Ukraine in line with standards of the International Civil Aviation Organization (ICAO).

(11) The exemption from the visa requirement only applies to holders of a Hong Kong Special Administrative Region passport.

(12) The exemption from the visa requirement only applies to holders of a Região Administrativa Especial de Macau passport.

(13) Gibraltar is a colony of the British Crown. There is a controversy between Spain and the United Kingdom concerning the sovereignty over Gibraltar, a territory for which a solution has to be reached in light of the relevant resolutions and decisions of the General Assembly of the United Nations.

(14) The exemption from the visa requirement only applies to holders of passports issued by Taiwan which include an identity card number.

(15) This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

(16) The exemption from the visa requirement only applies to holders of biometric passports issued by Kosovo in line with the standards of the International Civil Aviation Organization (ICAO).

Publisher

Federal Ministry of the Interior, 11014 Berlin

Website: <https://www.bmi.bund.de/en>

Date

June 2026

Article number

BMI25076

Additional publications of the Federal Government can be downloaded or ordered here:

<https://www.publikationen-bundesregierung.de/pp-en>

This publication is issued by the Federal Government as part of its public relations work. It is distributed free of charge and is not intended for sale. It may not be used by political parties, election campaigners or campaign workers during an election campaign for the purposes of campaign advertising. This applies to elections to the Bundestag, Landtag and local elections as well as to elections to the European Parliament.