



SCHENGEN VISA - BUSINESS / TRADE FAIR / CONGRESS

This information leaflet has been generated by the German Consulate in Dubai. It is valid for visa applications in the United Arab Emirates if Germany is your **main destination**. This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate visa applications. It can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.

I. DOCUMENTS TO BE SUBMITTED

		<u>Submitted</u>
1.	<p>Application form -online- free of charge Fully completed in English or German and signed and dated by the applicant himself.</p>	
2.	<p>Passport Validity minimum three months from the date of expiry of the requested visa. Signed by bearer Passport not older than 10 years (issued in the last 10 years) At least two free "visa pages" Undamaged pictures securely affixed with/to passport Previous passport if applicable IMPORTANT: valid UAE residence permit and for electronic UAE residence visa holders, a printout from https://smartservices.icp.gov.ae/echannels/web/client/default.html#/fileValidity of both the electronic residence visa and Emirates ID. (valid at least three months from the date of expiry of the requested visa / intended end of journey)</p>	
3.	<p>Two recent biometric passport sized photographs (3.5x4,5 cm) Requirements: NEW ! Should NOT be older than 6 months. A frontal view of the face covering 70-80% (32-26mm) of the photo. A uniform and white background. Clear facial features and eyes – not covered by hair or glasses frame. Head coverings are only accepted for religious reasons.</p>	
4.	<p>Photocopies 1 passport copy of pages containing personal data 1 copy of the signature page (signed by passport holder) 1 copy of UAE residence permit Copies of previous Schengen visa – if applicable- For GCC Nationals- Copy of valid Emirates ID card</p>	
5.	<p>Overseas medical insurance Requirements: Valid for the entire duration of the requested visa and for all Schengen countries. Minimum coverage 30,000 € and repatriation. (Medical insurances of credit cards are not accepted) Conditions must be stated either on insurance document or on separate confirmation letter</p>	
6.	<p>Travel Itinerary including Valid (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact information, booking ref.) flight reservation</p>	
7.	<p>Letter from local employer / sponsor (NOL) including name, postal address and telephone number of sponsor/company, with details regarding applicant's working position, starting date of</p>	

	employment and salary and time frame of work leave (expected date to resume duties) and purpose of travel. Additionally valid trade license copy for investor/partner of company In case of dependents- copy of sponsor's valid passport and UAE residence permit to be attached to letter from sponsor.	
8.	Documents reflecting the nature of the business trip and the existence of business relations between the relevant companies in Germany and the UAE (if applicable including information about who covers the expenses of the business trip in Germany) Copy of the valid trade license of the UAE company Invitation letter from company / authority in Germany with full address, stating the purpose and duration of the business trip <u>and/or</u> Information on event/congress/trade fair being visited in Germany with details of organizer/host, with full address in Germany, duration of event and reason to take part (e.g. visitor ticket for trade fair). Only applicable if fair exhibitor: Information on trade fair by submitting exhibitor ticket / exhibitor invoice/ confirmation letter reflecting status as trade fair exhibitor. Applicants will be granted a gratis visa if the above documents are submitted and reflect name of applicant and /or employer. Information reflecting the existence of trade relations or relations for work purposes stating details of company in Germany and in the UAE	
9.	Proof of financial means of the applicant in the UAE , e.g. personal bank statements of at least the last 3 months before application, personal property, assets etc.	

❖ **NOTE:** Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Visa Section of the Consulate. The Visa processing time in such cases varies.

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

Applications can be filled using the online VIDEX application <https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt> Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic "VIDEX") prior to submission.

Responsibility for all given information lies within the applicant himself.

Only complete applications can be accepted; non-submission of necessary documentation may lead to refusal of visa application.

All visa fees must be paid upon submission of the above in cash (AED) only. The application, passport and visa fee will be forwarded to the German Consulate within one working day after submission. The service fee remains with VFS Global.

The processing time at the Consulate due to necessary and obligatory legal requirements **takes up to 15 days**. Applicants are requested to apply well in advance, but – due to legal requirements - **not more than 180 days** prior to the intended date of journey. **Applicants are also kindly requested to refrain from status inquiries.**

During the whole processing time the passport has to remain with the German Consulate. Passports can only be withdrawn if a written request by the applicant himself is presented to the Consulate. Consequently, the application will be cancelled / withdrawn and the passport returned via VFS Global within 2 working days.

False or falsified documents, incl. fake bookings, will lead to the refusal of visa and /or further consequences.

The German Consulate Dubai reserves the right to ask for additional documents and /or call applicant for an interview.

III. REMARKS to be filled out VFS staff (please tick, what is relevant):

- ✓ Applicant has NO Schengen Visa previous Schengen Visa (please attach copies)
- ✓ Applicant travels alone
 with family member/s
 with a group as(please specify e.g. colleague, escort, sponsor)
- ✓ Applicants documents are complete NOT complete
Due to incomplete docs, Applicant has been informed of option to withdraw Application to complement the same to avoid refusal. Applicant wishes to submit application.

Other Remarks:

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.....
.....
.....

IV. SIGNATURES and AGREEMENT

a) For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

b) For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

..... City
and Date

.....
(signature of applicant)

..... City
and Date

.....
(signature VFS staff)



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of the Federal Republic of Germany
in the United Arab Emirates

Einverständniserklärung

Ich bin damit einverstanden, dass mir das Deutsche Generalkonsulat in Dubai während der Bearbeitung meines Visumantrages relevante Informationen und Entscheidungen sowie Dokumente per email übermittelt oder anfordert. Um eine verfahrensgemäße elektronische Zustellung sicherzustellen, werde ich den elektronischen Posteingang meiner angegebenen Email, täglich vollständig überprüfen. Dies beinhaltet auch den Spam -Ordner.

Declaration of consent

I agree that the German Consulate in Dubai shall send files in connection with the process of my visa application as well as decisions and might request or send relevant information by email.

In order to ensure that I receive all the electronic communication in compliance with the visa procedures, I will check my incoming emails on a daily basis, inclusive of the spam folder of the given email address.

Email-ID: _____

Dubai _____

Unterschrift/Signature



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Declaration on Travel and Health Insurance (Multiple Entry Visa Only)

Applicant's Name (as per passport)

Date and Place of Birth of the Applicant (as per passport)

Applicant's Passport Details (Number, Date and Place of Issue, Date of Expiry)

With regard to my visa application dated _____ I herewith declare that according to the Schengen regulations, I will be in possession of an adequate travel health insurance valid for the complete duration of my stay(s) in Schengen - Territory.

Having been provided with the relevant information by the German Consulate in Dubai, I hereby declare:

"The enclosed travel health insurance policy (original and copy) is proof of the required travel health insurance cover for the duration of my first stay in the Schengen area, should I be granted the visa applied for on _____ (Date of application).

Furthermore, I expressly declare that I have been informed that for every future stay in the Schengen area I must take out a travel health insurance policy which fulfils the criteria listed below and that I must always carry with me proof of insurance cover in the original for presentation on request during any border controls."

I have been informed that a proof of a travel medical insurance (insurance policy document) has to be carried along when travelling to the Schengen States.

Health Insurance Requirements:

- The validity of the Travel Health Insurance corresponds to or exceeds the duration of my intended trip to the Schengen Area
- Minimum insurance cover per person must be EUR 30,000
- The policy must be valid in all Schengen states
- The insurance company must have an office in a Schengen state, Switzerland or in Liechtenstein
- The policy must cover the cost of possible repatriation in the event of illness, urgent medical treatment and/or emergency hospital treatment.

Besides, I understand that I have to present a Travel Health Insurance according to the above mentioned specifications for all subsequent visits to the Schengen Area.

Place, Date

Applicant's Signature

Note: In cases where the purpose of the stay is to undergo medical treatment, proof of ability to pay the cost of any treatment not covered by the abovementioned insurance policy must be provided separately.

