



**Checklist for a Schengen visa for  
Business**

**A Personal details of the applicant**

Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Passport number: \_\_\_\_\_

<b>B</b>	<b>Required documents</b>	<b>YES</b>	<b>NO</b>
	(if not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Visa Section does not return original documents if you do not provide a copy) <b>Please mark on the right column if you submitted the document / form or not!</b>		
1	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.		
2	Signed declaration of True and Complete Information		
3	Signed declaration of travel with valid medical insurance		
	Valid passport (issued within the last 10 years and with at least 3 months' validity after the scheduled return); passports with observations regarding the front data page will not be accepted; passport must have at least two empty pages to affix visa		
4	Copy of the biometric & address page of the passport (DIN A4)		
	Min. 1 biometric passport picture (35x45mm white background, 70%-80% face coverage), not older than six months		
5	<b>Personal covering letter/ Proof of intended means of transport and itinerary</b>		
6	For international staff exchange or contracts for work and services: <b>Approval of the Federal Employment Agency</b> , kindly see remarks under H)		
7	In all cases: Original signed <b>covering letter from the company in India on company letterhead</b> including details of: - name of traveler <i>and</i> - passport number of traveler <i>and</i> - purpose of trip and duration of stay <i>and</i> - itinerary of the visit in brief		
8	In all cases <u>in addition</u> to the covering letter of the company in India: <input type="checkbox"/> Certificate of Incorporation of the Company <i>and</i> <input type="checkbox"/> GST Registration <i>and</i> <input type="checkbox"/> Proof of Company Registration		
9	<b>Invitation letter</b> from the business partner in German or English - What activities are planned - What is the business relationship between the inviting and sending company? (same group, inviting company is a supplier or sending company is a supplier, what exactly do the companies trade with each other (machines, equipment, merchandise)), etc.?		

		YES	NO
	For consultancy services: a confirmation letter from the German client. - If the inviting company arranges for accommodation, they should confirm the same in their invitation letter. If the inviting company does so, you may leave out point <b>12</b> (proof of accommodation)		
10	<b>Detailed schedule of your business meetings</b> (ONLY for stays over 30 days)		
11	If you have further appointments in the Schengen area: Signed invitation letter from the Schengen business partner on the company letterhead, mentioning purpose of travel and itinerary and personal data of the applicant		
12	<b>Proof of accommodation:</b> <input type="checkbox"/> Hotel reservations, rental of holiday home or campus residence reservation <i>or</i> <input type="checkbox"/> If the applicant intends to stay with a family member or a friend: proof of sponsorship and/or private accommodation from the host, confirmation of the third person with signature, proof of address and copy of passport <i>or</i> German ID card <input type="checkbox"/> If the applicant is travelling to several Member States, proof of accommodation in each of the Member States.		
13	<b>Sponsor documentation</b> - proof of financial means if trip is sponsored by a third party  a) if you are sponsored by an Indian resident <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor <i>and</i> <input type="checkbox"/> Sponsor's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i> <input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i> <input type="checkbox"/> If sponsor is your parent - birth certificate  b) if you are sponsored by a German/EU resident <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen) <i>and</i> <input type="checkbox"/> If provided: Verpflichtungserklärung (formal obligation letter) of your sponsor <i>and</i> <input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i> <input type="checkbox"/> If sponsor is your parent - birth certificate  c) if you are sponsored by a company in India in addition to point 7 & 8: <input type="checkbox"/> Acknowledgement of the company's ITR Returns for the last three years (latest first, for example, 2022-2020)  d) if you are sponsored by a company in Germany <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen)		

		YES	NO
14	<p><b>Traveler documentation - proof of economic status of the applicant (also necessary if the trip is sponsored)</b></p> <p><i>a) If you are employed:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay slips for the last three months <i>and</i></li> <li><input type="checkbox"/> employment contract <i>and</i></li> <li><input type="checkbox"/> employers' statement on approval for holidays (Leave Sanction letter from applicant's company) <i>and</i></li> <li><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i></li> <li><input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary)</li> </ul> <p><i>b) If you are a company owner or self-employed:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India <i>and</i></li> <li><input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary) <i>and</i></li> <li><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</li> </ul> <p><i>c) If you are retired:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> pension statements for the last three months <i>and/or</i></li> <li><input type="checkbox"/> proof of regular income generated by ownership of property or business <i>and</i></li> <li><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</li> </ul> <p><i>d) if you are a student:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> certificates of the establishment at which you are enrolled <i>and</i></li> <li><input type="checkbox"/> no objection certificate from School / University <i>and</i></li> <li><input type="checkbox"/> for university students: Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</li> </ul> <p><i>e) if you are unemployed</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</li> </ul>		

		YES	NO
15	<b>Proof of civil status:</b> - if single: nothing else required - if applicable Marriage certificate <i>or</i> - if applicable Divorce decree/ custody decree <i>or</i> - if applicable Birth certificate of children <i>or</i> - if applicable Death certificate of spouse		
16	<b>Flight reservation</b>		
17	<b>Overseas travel medical insurance</b> that is valid for all Schengen countries and <b><u>covers the entire duration of the Schengen trip as per your application</u></b> , minimum coverage for medical expenses: EUR 30,000 Please note: German Missions accept Indian Travel Medical Insurances only from approved Indian Travel Insurance companies, you can find more information here: <a href="https://india.diplo.de/in-en/service/-/1984578">https://india.diplo.de/in-en/service/-/1984578</a>		

**C Additional documents for applications of minor applicants**

	Application form and both declarations under 1)-3) have to be signed by both parents		
	Birth Certificate		
	Passport copy (biometric and address page) of the applicants mother		
	Passport copy (biometric and address page) of the applicants father		
	If one or both parents are not submitting the visa application with the child: copy of the visa of that parent		
	If only one parent submits the application: <ul style="list-style-type: none"> <li>• Proof of single custody of that parent either by submittal of the court ruling or submittal of the death certificate of the deceased parent</li> <li>• Or (if both parents have shared custody) submittal of written and signed authorization letter of the parent non-present with passport copy (biometric and address page)</li> </ul>		

**D Additional documents the applicant wants to submit (please note that VFS is not authorized to refuse acceptance of documents the applicant wants to submit but are not mentioned on the checklist)**

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**E Information about biometric data**

Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months!
Was the applicant excused from giving fingerprints for biometrics? If so, please specify why!

<b>F Additional document if application is not submitted by the applicant directly</b>		<b>YES</b>	<b>NO</b>
	Signed authorization letter for the travel agent or the representative		
	Copy of passport of the person submitting the application		

**G General remarks of the German mission for submittal of a Schengen visa application**

- Applications are processed within 15 working days from the day of arrival at the visa section. When submitting your application via VFS application center, please keep in mind that the visa application will need up to two working days to reach the visa section. Public holidays of the German missions as announced on our website will not count as working days.
- Please note that individual status inquiries cannot be answered within the standard processing time of 15 working days.
- A booked flight ticket does not result in a preferred processing of the application.
- All documents, forms and declarations have to be submitted either in German or English. All documents, forms and declarations not in German or English have to be submitted with proper German or English translation. Failing to provide proper translation will result in the document, form or declaration considered “missing”

**H Special remarks of the German mission for submittal of a Schengen visa application in the respective category**

- If you are planning on working in Germany on your Schengen Visa, kindly check with the inviting company whether you need a (Pre-)approval of the Federal Employment Agency (Einvernehmen und / oder Zustimmung der Bundesagentur für Arbeit!)

The (Pre-)approval of the Federal Employment Agency (Einvernehmen und / oder Zustimmung der Bundesagentur für Arbeit) has to be obtained by the hosting company / institution directly at the Federal Employment Agency and has to be presented when submitting the visa application. The visa section cannot apply for these documents. Be aware that if your visa category requires a (Pre-) approval of the Federal Employment Agency (Einvernehmen und / oder Zustimmung der Bundesagentur für Arbeit) and you cannot provide us with the same in your application, this justifies grounds for rejection!

**I Declaration of the visa applicant (signed by the representative if application is submitted by him/her at the VFS VAC on the day of submittal)**

*I have taken note of the general and special remarks as mentioned under F and G on checklist. I have been informed that VFS Global does not have any influence on the decision about a visa application! I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German mission. I am aware that original documents not submitted with a copy will be kept by the visa section.*

Date:

Name, Surname of the applicant or representative:

Signature of the applicant or representative:

**J**

**Confirmation of VFS on the day of submittal**

Date of submittal: \_\_\_\_\_

VFS VAC in \_\_\_\_\_

Application submitted: by the applicant / the parents as holders of the custody of minor applications / a representative with proper authorization *(please cross what is not applicable)*

*I confirm that above this checklist has been filled out together with and signed in front of me by the applicant or his / her duly authorized representative at today's appointment at the above VAC.*

VFS Officer Full Name: ..... Signature: .....