

**SCHENGEN VISA – SUPPLEMENT CHECKLIST FOR  
TEMPORARY EMPLOYMENT FOR FOREIGN STUDENTS**

Please note that this checklist complements the regular Schengen Business Visa checklist and outlines additional documents required for this purpose of travel.

**Applicants are required to submit the documents of the Schengen Business Visa checklist as well.**

Before submitting your application, please note that processing of a Schengen visa application may take up to 45 days in individual cases. The Embassy cannot provide status updates. Online tracking of applications is available on the VFS Global website.

Incomplete applications are bound to be rejected by the Embassy.

DOCUMENTS TO BE SUBMITTED ( A4 size only)	Submitted	Missing
1. ZAV Confirmation Letter (“ZAV Einvernehmen”) in <b>Original + Copy</b>		
2. <a href="#">Declaration Certificate of Enrollment</a> ( <b>Original + Copy</b> )		
3. <b>Letter from University in Indonesia</b> mentioning ( <b>Original + Copy</b> ) : <ul style="list-style-type: none"> <li>• Current enrollment status of the applicant, mentioning date of enrollment</li> <li>• Period of semester break at particular University</li> <li>• Expected graduation date of application</li> </ul>		
4. <b>Approval Letter of Semester Break</b> (issued by School for individual student) – <b>original – Original</b>		
5. <b>Approval Letter of Semester Break</b> (issued by Ministry of Education for particular University <i>and</i> subject) – <b>Copy</b>		
6. <a href="#">Erklärung zum Beschäftigungsverhältnis</a> ( <b>Original + Copy</b> )		
7. <b>Signed Employment Contract</b> ( <b>Original + Copy</b> ) mentioning <ul style="list-style-type: none"> <li>• Working hours</li> <li>• Duration of contract</li> <li>• Remuneration (“Vergütung”)</li> </ul>		
8. <b>Certificate of Company Registration</b> (“Handelsregisterauszug”) – <b>in Copy</b> <ul style="list-style-type: none"> <li>• Version “AD”</li> <li>• Less than 12 months old</li> </ul> <p style="text-align: center;">or</p> <b>Company Registration</b> (“Gewerbeanmeldung”) and additionally – <b>in Copy</b>  <b>Current company bank account statement</b> – <b>in Copy</b>		
9. <b>Marksheets of <u>all</u> previous university semesters</b> with <a href="#">Apostille</a> ( <b>Original + Copy</b> )		

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