



Checklist for Schengen visa - Business

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

<input type="checkbox"/>	Family register with legalization
<input type="checkbox"/>	Valid passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; at least one empty page)
<input type="checkbox"/>	Application form duly filled and signed
<input type="checkbox"/>	Questionnaire for use under section 54(6) of the Residence Act duly filled and signed.
<input type="checkbox"/>	1 copy of your passport's data pages (A4 size copy) and the page of data translation
<input type="checkbox"/>	1 passport picture according to biometric specifications, not older than 6 months.
<input type="checkbox"/>	Invitation letter from the business partner in Germany in English or German language including: personal data, purpose of trip, expected length of stay and confirmation, that all costs will be covered by the company in Germany as stated per §§66-68 of the German Residence Law. Excerpt from the Commercial Register (Handelsregisterauszug) and copy of passport's data pages from CEO Additionally for Car Dealers: proof of contracts that show past business in Germany and proof of sufficient financial funds and documents of customs clearance in Libya.
<input type="checkbox"/>	Letter from employer , in case of self-employment, company license.
<input type="checkbox"/>	Travel health insurance according to Schengen regulations

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

غير وثائق متقدّمي التأشيرة منح. تم أن يضمن لا أعلاه المذكورة الوثائق تقدّم طلبك رفض إلى يودي قد الخاصة التأشيرة مقابلة لإجراء الظهور رفض أو مكتملة

<input type="checkbox"/>	I have been informed about missing documentation and have also read the above instructions but would still request VFS to process my visa application. ب قبول اس اف في شركة من ارغب ولا كن اعلاء المذكورة الار شادات وقرات مكتملة غير وثائق قبي بان اب لاغي تم ل قد ال تأشيرة تقدّم اجراء _____ (Applicant's Signature)
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(Applicant's Signature)

(Date)