

SCHENGEN VISA
BUSINESS / TRADE FAIR / CONGRESS PURPOSE
DOCUMENTS TO BE SUBMITTED

		<u>Submitted</u>
1	VIDEX Application form – available online https://videx.diplo.de <ul style="list-style-type: none"> Fully completed in English or German and personally signed and dated by applicant 	
1a	One recent biometric passport sized photograph (3,5 x 4,5 cm) <ul style="list-style-type: none"> Must not be older than 6 months with bright background and frontal view of the face Digitally altered passport Photos cannot be accepted Do not glue or staple the photos to the application form General information about your Passport <ul style="list-style-type: none"> Validity of a minimum of three months from the date of expiry of the requested Visa Signed by passport holder Passport not older than 10 years (issued within the last 10 years) A minimum of two blank pages to be used for visas Previous passport if applicable 	
2	Business invitation letter <ul style="list-style-type: none"> Invitation letter issued by the German business partner invitation letter from the trade fair you intent to visit and / and ticket to the fair new Note: The invitation must contain the following: Full name of applicant, passport details, period and duration of stay, reason for business trip and information who will bear the cost of the stay	
4	Hotel reservation and accommodation: <ul style="list-style-type: none"> Valid & confirmed hotel reservation incl. full address (name, street, city, zip code, contact information, booking ref.) If applicable: copy of contract / proof of property with full residential address if you will stay at an apartment / house in Germany that you own) 	
5	Overseas medical insurance <ul style="list-style-type: none"> Only insurance companies authorized by the German Embassy Doha are accepted Valid for entire duration of period of first stay and valid for all Schengen states Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted) For multiple entry visas: a signed form 'Declaration on Travel Health Insurance' must be submitted	
6	Letter from local employer/sponsor (not older than one month) must include (not for QAT Nationals) <ul style="list-style-type: none"> Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration Name, postal address, telephone number, position of employee Salary income of applicant Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay if applicable) Attached copy of Company Registration/computer card showing legal representative(s) 	
7	Proof of financial means of Company and applicant new (not for QAT Nationals) <ul style="list-style-type: none"> Original stamped and signed personal bank statements (current and saving) with salary income (mini- mum last 3 months and not older than 2 weeks from the day of submission) mandatory even if the trip expenses are covered by the employer or inviting company 	
8	Photocopies <ul style="list-style-type: none"> 1 copy of passport pages with personal data and signature of passport holder 1 copy of Qatari residence permit IMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar)	
9	Fees: 90 EUR at the current exchange rate in QAR	

II. REMARKS to be filled out VFS staff (please tick what is applicable):

✓ Applicant's documents are complete

NOT complete - applicant has been informed of option to withdraw application to avoid possible re- fusal but wishes to submit application

NOT complete - applicant will submit missing documents within 48 hours to VFS

YES - The applicant has been informed of the maximum processing time of 15 days and that he may not be able to arrive on time.

Other Remarks (VFS)

II. SIGNATURES and AGREEMENT _____

THE APPLICANT HAS BEEN INFORMED OF THE ABOVE REMARKS.

.....
City and Date

.....
Signature VFS