Missions
of the Federal Republic of Germany
in the United Arab Emirates

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

		Submitted
1.	**Application form – *available also online - free of charge*** • Fully completed in English or German and signed and dated by the applicant himself • If the applicant is **under the age of 18**, signed form "Letter of consent" needs to be attached including passport copies of both parents/ legal guardian.	
2.	**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 (**valid at least three months from the date of expiry of the requested visa / intended end of journey)**	
3.	**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.	
4.	**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 / visa • Copies of previous Schengen visa • For GCC Nationals- Copy of valid Emirates ID card	
5.	**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	
6.	**Flight reservation** • Valid (existing) hotel booking / reservation with full address (name, street, city, zip code, contact in-formation, booking ref.) • flight reservation or travel itinerary	

7.	**Letter from local employer / sponsor** including name, postal address and telephone number of sponsor/company , with details regarding applicant's working position, starting date of employment and salary and timeframe 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 copy and UAE residence visa copy 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 who covers the business trip, accommodation and all occurring costs 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 and/or • **Information on event/congress/trade fair to be participated in Germany** with details of organizer/host, with full address in Germany, duration of event and reason to take part (e.g. con-firmed congress participation, visitor ticket for trade fair • **Only applicable if fair exhibitor:** Information on trade fair by submitting exhibitor ticket/ exhibitor in-voice/ 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 de-tails 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, others ….	

❖ NOTE: Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be re-quested to come personally to the Consulate. Visa processing will take more time.

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

- Applications can be filled using the online VIDEX application www.videx.diplo.de. 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 calendar days**. Applicants are requested to apply well in advance, but – due to legal requirements - not more than **90 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 <u>(please tick, what is relevant):</u>

✓	Applicant has **copies)**	□ **NO Schengen Visa**	□ **previous Schengen Visa (please attach**
✓	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

<u>a) For Visa Applicant:</u>
I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

<u>b) For VFS staff:</u>
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)

(Dated 06-2019)