



SCHENGEN VISA – BUSINESS, TRADE FAIR, CONGRESS PURPOSE for NON - Qatari nationals

I. DOCUMENTS TO BE SUBMITTED

		Submitted
1	VIDEX Application form – available online https://videx.diplo.de free of charge <ul style="list-style-type: none">Fully completed in English or German and personally signed and dated by applicant	
2	General instruction form <ul style="list-style-type: none">Personally signed and dated by the applicant	
3	Passport <ul style="list-style-type: none">Validity of a minimum of three months from the date of expiry of the requested VisaSigned by passport holderPassport not older than 10 years (issued within the last 10 years)A minimum of two blank pages to be used for visasPrevious passport if applicableIMPORTANT: valid Qatar residence permit (minimum validity up to return to Qatar)	
4	One recent biometric passport sized photograph (3.5x4,5 cm) <ul style="list-style-type: none">Must not be older than 6 months with bright background and frontal view of the faceDigitally altered passport Photos cannot be acceptedDo not glue or staple the photos to the application form	
5	Photocopies <ul style="list-style-type: none">1 copy of passport pages with personal data and signature of passport holder1 copy of Qatari residence permitCopies of previous Schengen visa	
6	Overseas medical insurance <ul style="list-style-type: none">Only insurance companies authorized by the German Embassy Doha are acceptedValid for entire duration of period of first stay and valid for all Schengen statesMinimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are not accepted)For multiple entry visas: a signed form 'Declaration on Travel Health Insurance' must be submitted	
7	Flight 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: Package Tours / Round Trips (reservation for each segment of stay incl. full address)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)Valid & confirmed flight reservation	
8	Invitation letter issued by the German business partner / invitation from the trade fair you intent to visit and / or ticket to the fair <ul style="list-style-type: none">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	
9	Letter from local employer/sponsor (not older than one month) must include <ul style="list-style-type: none">Must be addressed to the German Embassy and signed by legal representative of the company as per Company RegistrationName, postal address, telephone number, position of employeeSalary income of applicantSufficient 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)	
10	Proof of financial means of applicant <ul style="list-style-type: none">Original stamped and signed personal bank statements with salary income (minimum last 3 months and not older than 2 weeks from the day of submission) <i>mandatory even if the trip expenses are covered by the employer or inviting company</i>	

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

- ✓ Applicant travels alone
 with family member/s
 with a group as(please specify e.g. colleague, escort, sponsor)

- ✓ Applicant's documents are complete **NOT** complete - applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application

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

- ✓ Applicant's travel date is less than 15 days no **YES** - applicant has been informed about the processing time and that he/she might not be able to travel to the intended date

Remarks:
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III. SIGNATURES and AGREEMENT

a) for Visa Applicant:
I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE

.....
City and Date (signature of applicant)

b) for VFS staff:
APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT

.....
City and Date (signature VFS Staff)