General requirements “Schengen Visa – Category C”
for NON – Qatari nationals
BUSINESS and / or TRADE FAIR / CONGRESS PURPOSE

This information leaflet has been generated by the Embassy of the Federal Republic of Germany in Doha. It is valid for visa applications in Qatar if Germany, Austria, Finland, Norway or Slovenia 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.-IV.

We advise you not to use the services of any intermediaries or agencies or individuals for preparing your application or preparing documents you are asked to submit with your application.

False or falsified documents, incl. fake or invalid bookings, will result in refusal of visa and further consequences.

Do not spend money for unreliable services but make use of the information provided hereafter and on the internet page of the German Embassy. All services offered by third parties in the vicinity of the Embassy or in the vicinity of the Visa Application Center (VAC) are neither necessary nor do have any effect on the chances of success of your application or the time necessary for processing your application. The German Embassy in no way cooperates with any other party or individuals or endorses their actions.

The German Embassy exclusively authorized the VAC operated by VFS Global Services to receive applications.

Staff of the VAC is only authorized to advise if a document listed hereafter is missing –they are not authorized to recommend any services like health insurance providers, travel agents or others.

The documents must be complete with all required documents for each application.

**I. DOCUMENTS TO BE SUBMITTED**

| **1. Application form – available online, free of charge** ([https://videx.diplo.de](https://videx.diplo.de)) |
| Full completed in English or German and personally signed and dated by applicant. |
| For applicants under 18 years of age, a signed form “letter of consent” must be attached as well as passport copies of parents/legal guardian and the birth certificate with an English translation. |
| Note: The passport copy has to include the personal data page and the page with the signature. |

| **2. Instruction form A – available online free of charge** |
| Full completed in English or German and signed and dated by the applicant himself. |

| **3. Passport** |
| Validity of a minimum of three months from requested date of leaving |
| Signed by passport holder |
| Passport not older than 10 years (issued in the last 10 years) |
| A minimum of two blank “visa pages” |
| Undamaged photograph securely attached to passport |
| Previous passport if applicable |
| **IMPORTANT: valid Qatar residence permit if applicable (minimum validity up to return to Qatar)** |
| Note: We urge you to verify that your passport is signed by yourself and according to the regulations of the passport authority of your country. If you submit a not properly signed passport at the border control, you risk to be refused entry and face criminal procedures according to § 267 German Criminal Code for forgery of documents. |

| **4. One recent biometric passport sized photograph (3.5x4.5 cm)** |
| Requirements: |
| Must not be older than 6 months |
| Frontal view of the face covering 70-80% (32-26mm) of the photo |
| Uniform and light-colored background |
| Clear facial features and eyes – not covered by hair or spectacle frame |
| Head coverings are only accepted for religious reasons |
| Do not glue or staple the photos to the application form |
5. **Photocopies**
   - 1 passport copy of pages with personal data
   - 1 copy of Qatari residence permit / visa
   - copies of previous Schengen visa (if available: Schengen visa stating VIS)

6. **Overseas medical insurance**
   Requirements:
   - Valid for entire duration of requested visa; valid for all Schengen countries
   - Minimum coverage 30,000 € incl. repatriation
   - (Medical insurances linked to credit cards are not accepted)
   - Conditions must be stated either on insurance document or on separate confirmation letter
   - For multiple entry visas: a signed form ‘Declaration on health insurance’ must be submitted

7. **Flight and hotel reservation**:
   - Valid (existing) hotel booking/reservation incl. full address (name, street, city, zip code, contact information, booking ref.).
   **NOTE**: Vouchers from travel agencies are not accepted as proof of accommodation.
   - Confirmed flight reservation/booking

8. **Proof of financial means of the applicant in Qatar**:
   - e.g. original stamped and signed personal bank statements of at least the last 3 months before application, personal property, assets, others.
   **NOTE**: In case financial means are provided by a relative in direct line or spouse, please submit birth certificate or marriage certificate to prove the relationship

9. **Letter from local employer** / including name, postal address and telephone number, stating position, starting date of employment and salary of applicant, expected date to resume duties and purpose of travel as well as company’s registration/computer card (valid trade license) is required.

   This letter should also contain sufficient information or the applicant and relevant documents / proof to specify the nature of the business trip / existence of business relations between the relevant companies in Germany/Schengen and Qatar (including proof of cost coverage during stay, accommodation and all occurring costs in Germany/Schengen country).

10. **Further documents specifying nature of business trip and existence of business relations between the relevant companies in Germany/Schengen and Qatar (where applicable: proof of cost coverage during stay, accommodation and all occurring costs in Germany/Schengen Country)**
    - Invitation letter from company/authority in Germany/Schengen Area with full address, stating the purpose and duration of the business trip and/or
    - Information on event/congress/trade fair, i.e. information about organizer/host incl. full address in Germany/represented Schengen country, duration of event and purpose of participation (e.g. confirmed congress participation, trade fair visitor’s ticket or exhibitor’s ticket, confirmation proof of trade fair exhibitor) and/or
    - Information reflecting the existence of trade relations or relations for work purposes stating details of company in Germany/represented Schengen country and Qatar

**NOTE**: Special regulations might be applicable to nationals whose passports are not recognized by the German authorities. Holders of such passport may be requested to come personally to the Embassy. Visa processing in such cases will take more time.

**II. TERMS AND CONDITIONS**

- Applications should be filed using the online VIDEX application (https://videx.diplo.de). Applicants are requested to double check all entries in the written application (paper and/or the electronic “VIDEX”) prior to submission. Responsibility for all given information lies within the applicant himself. The provided data must be correct.
- Only complete applications will be accepted; non-submission of necessary documents may result in refusal of the application.
- False or falsified documents, incl. fake bookings, will result in refusal of visa and /or further consequences.
- All visa fees must be paid upon submission of the above. The application, passport and visa fee will be forwarded to the German Embassy within one working day after submission. The service fee remains with VFS Global Service.
- Processing time for visa applications will take up to 15 days according to the Schengen Visa Codex. The German Embassy and VFS Global Service are committed to keep the processing time to a minimum. Applicants are requested to apply up to 3 months prior to but no later than 15 days before the intended date of travel.
- Applications are kindly requested to refrain from status inquiries.
- During the entire processing period the passport must remain with the German Embassy. Passports may only be withdrawn when presenting a written request by applicant to the Embassy/. Consequently, the visa application process will be cancelled and the passport returned via VFS Global Service within 2 working days.
- Visa extensions within Germany are generally not possible.
- Applicants may not apply for permanent residence in Germany while holding this type of visa.
- The German Embassy may shorten the validity of the visa without prior consultation.
- For holders of visa with one or more year’s validity the period of stay in the Schengen area may not exceed 90 days per 180 days, this period of stay beginning with the first day of entry into a Schengen state.
- If you already had your fingerprints taken during the past 5 years you may not have to apply in person. However, if biometric capturing of your fingerprints failed or has been compromised due to technical problems, you must once more appear at the Embassy for fingerprinting. In this case, you will be contacted by the German Embassy or by VFS Global respectively.
- The German Embassy Doha reserves the right to ask for additional documents and /or call applicant for an interview at any time.

*(dated 05-2018)*
III. To be completed by VFS Global Service/Embassy only:

✓ Applicant applies □ through appointment □ as walk-in
✓ Applicant requests □ single entry
   □ multiple entry (document/letter needs to be attached requesting the same)
✓ Applicant travels □ alone □ with family member/s
   □ with a group as ………………………..(please specify e.g. colleague, escort, sponsor)
✓ Applicant has □ no previous Schengen Visa
   □ previous Schengen Visa (please attach copies): □ with VIS □ without VIS
✓ Applicants documents are □ complete □ incomplete

IV. 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.

b) for VFS Global Service/Embassy staff:
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 Global Service/Embassy)