



## **SCHENGEN VISA – BUSINESS, TRADE FAIR, CONGRESS PURPOSE** **for Qatari nationals**

### I. DOCUMENTS TO BE SUBMITTED

		<b>Submitted</b>
1	<b>VIDEX Application form – available online <a href="https://videx.diplo.de">https://videx.diplo.de</a> free of charge</b> <ul style="list-style-type: none"><li>Fully completed in English or German and personally signed and dated by applicant</li></ul>	
2	<b>General instruction form</b> <ul style="list-style-type: none"><li>Personally signed and dated by the applicant</li></ul>	
3	<b>Passport</b> <ul style="list-style-type: none"><li>Validity of a minimum of three months from the date of expiry of the requested Visa</li><li>Signed by passport holder</li><li>Passport not older than 10 years (issued within the last 10 years)</li><li>A minimum of two blank pages to be used for visas</li><li>Previous passport if applicable</li></ul>	
4	<b>One recent biometric passport sized photograph (3.5x4,5 cm)</b> <ul style="list-style-type: none"><li>Must <b>not</b> be older than 6 months with bright background and frontal view of the face</li><li>Digitally altered passport Photos cannot be accepted</li><li>Do not glue or staple the photos to the application form</li></ul>	
5	<b>Photocopies</b> <ul style="list-style-type: none"><li>1 copy of passport pages with personal data</li><li>Copies of previous Schengen visa</li></ul>	
6	<b>Overseas medical insurance</b> <ul style="list-style-type: none"><li>Only insurance companies authorized by the German Embassy Doha are accepted</li><li>Valid for entire duration of period of first stay and valid for all Schengen states</li><li>Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <u>not</u> accepted)</li></ul> <p>For multiple entry visas: a signed form 'Declaration on Travel Health Insurance' must be submitted</p>	
7	<b>Flight reservation and accommodation:</b> <ul style="list-style-type: none"><li>Valid &amp; confirmed hotel reservation incl. full address (name, street, city, zip code, contact information, booking ref.)</li><li>If applicable: Package Tours / Round Trips (reservation for each segment of stay incl. full address)</li><li>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)</li><li>Valid &amp; confirmed flight reservation</li></ul>	
8	<b>Invitation letter issued by the German business partner / invitation from the trade fair you intent to visit and / or ticket to the fair</b>  <b>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</b>	
9	<b>Letter from local employer/sponsor (not older than one month) must include</b> <ul style="list-style-type: none"><li>Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration</li><li>Name, postal address, telephone number, position of employee</li><li>Salary income of applicant</li><li>Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay if applicable)</li><li>Attached copy of Company Registration/computer card showing legal representative(s)</li></ul>	

**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: .....  
.....  
.....

**II. 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)