

## Business

**IMPORTANT:** Duly completed application forms may be submitted six months prior to your intended travel date.

It may take an average of 15 days to process your Schengen visa application at the German Mission. Any courier transit times should be added to the 15 days.

Therefore, applicants are strongly encouraged to apply well in advance of their actual travel dates. This will help ensuring a smooth organization of your trip.

If your travel date is imminent or lies within two weeks of your application date, please check if you can postpone your trip. In general, neither the German Mission nor the Service Provider is able to expedite the process.

### **Please note:**

According to the Visa Code, the German Missions in South Africa are only responsible for processing your application if your main destination is Germany.

Submission of false documentation or incorrect information will most likely result in a refusal or even a travel ban to Germany or other Schengen States.

The submission of incomplete documentation can result in a refusal.

The German Missions reserve the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.

Documentation sent via fax or e-mail, which has not been requested, will not be allocated to an application.

The relevant information pertaining to the application process can be found on our website: [www.southafrica.diplo.de](http://www.southafrica.diplo.de)

## Checklist for Filing Your Application

Please read the checklist and fill out the application form thoroughly. We require that the printed and signed checklist is submitted with the application form at your appointment. Please sort them exactly in the following order:

			to be filled out by TLS	to be filled out by the German Mission
1	<b>One completed visa application form</b>	1. Please open the online application form ( <a href="https://videx.diplo.de">https://videx.diplo.de</a> ). 2. complete it duly and correctly 3. download the completed form as a PDF-file, then 4. print it and 5. date and sign it	<input type="checkbox"/>	
		<b>Signed declaration in accordance with Article 54 paragraph 2 number 8 in conjunction with Article 53 Residence Act</b> (This is the last page of the visa application form)	<input type="checkbox"/>	
2	<b>photograph</b>	Recent passport photograph according to biometric specifications	<input type="checkbox"/>	
3	<b>Passport</b> Original + 1 copy of the data page	Valid and signed passport (must have been issued within the last 10 years), which must have at least two blank pages and be valid for at least 3 months after the scheduled return	<input type="checkbox"/>	
		Passport copy of pages containing personal data	<input type="checkbox"/>	
		Non-South African citizens must hold a valid residency/work permit which allows reentering South Africa upon the end of the journey	<input type="checkbox"/>	
		Previous passports (non-SA citizens)	<input type="checkbox"/>	
4	<b>Documents proving purpose of travel</b>	Recent invitation letter from business partner in Germany with names, dates and signature (not older than 3 months)	<input type="checkbox"/>	
		Covering letter by the company (employer) with complete travel plan (itinerary)	<input type="checkbox"/>	
		Proof of accommodation including complete addresses for your entire stay in the Schengen area	<input type="checkbox"/>	
		Flight reservation (round trip), rail tickets and other if applicable	<input type="checkbox"/>	

5	<b>Proof of employment situation (only required if no Schengen visa has been issued and lawfully used in the last 3 years)</b>	If employed: current letter of employment with original signature stating monthly salary and confirmation of the business nature of your upcoming trip for the company	<input type="checkbox"/>	
		If self-employed: company registration document	<input type="checkbox"/>	
		If student: current proof of school/university registration confirming that the student is exempt from attending lectures during the requesting travel period, with an original signature	<input type="checkbox"/>	
		If medical doctor: valid license to practice (in South Africa from HPCSA and copy of the HPCSA-card)	<input type="checkbox"/>	
		If other employment situation: current proof of occupation	<input type="checkbox"/>	
6	<b>Proof of financial status and sufficient funds (depending on travel circumstances, regularly at least 45.00 euros per person per day)</b>	<u>Formal</u> obligation letter (=Verpflichtungserklärung to be obtained from the local German Foreigner's Office) of your <u>German</u> business partner (company) inviting you for the business trip	<input type="checkbox"/>	
		<b>or</b> Declaration of assumption of costs by the inviting company in Germany in accordance with §§ 66-68 AufenthG/Residence Act provided that the company has a share capital of at least € 25,000. <b>or</b> Personal bank statements with money movements of the past three months (in particular showing regular monthly income). Sufficient funds must be available on the existing balance and <u>not overdrafts</u> . Additional accounts e.g. saving accounts can be produced to prove your ability to finance the whole trip <u>(N.B: obligation letter by sending company in South Africa alone is not sufficient)</u>	<input type="checkbox"/>	
7	<b>Overseas medical travel insurance for Schengen States</b>	Valid travel health insurance covering your requested stay with a minimum coverage of 30,000 euros, valid for all Schengen countries.  When applying for a multiple-entry visa, a one-year or multi-year visa, it suffices to present a valid travel health insurance for your first trip	<input type="checkbox"/>	

Please note, that the Embassy/The Consulate General may issue the visa with a shorter validity than applied for, without prior consultation, as long as it is legally permissible or necessary.

The applicant's passport has to remain with the German Mission and cannot be withdrawn during the processing of the application.

VAC employee

Place, date, signature